

S.4.4. cleanliness and
orderliness of
the school
campus.



GUIDELINES FOR ANCILLARY SERVICES PERSONNEL

1. **OFFICIAL TIME:** 8:00 AM – 12:00 PM / 1:00 PM – 5:00PM
2. **15 MINUTES BREAK TIME:** 10:00 AM – 10:15 AM / 3:00 PM – 3:15PM
3. **LEAVING THE WORKING PLACE:** 15 MINUTES BEFORE 12:00 NOON – 15 MINUTES BEFORE 5:00 PM
4. **NO ISSUANCE OF PASS SLIP EXCEPT FOR A VALID REASON.**
5. **NO STANDBY TO OFFICES DURING WORKING HOURS.**
6. **NO WORKERS SHALL BE ALLOWED TO RUN ERRAND FOR PERSONAL PURPOSES AND / OR AS REQUESTED BY OTHER OFFICIALS, FACULTY OF THE COLLEGE.**
7. **NO WORK SHALL BE ACCEPTED WITHOUT WORK ORDER REQUEST APPROVE BY THE ANCILLARY HEAD.**
8. **ALL UTILITY SHALL MAINTAIN THE CLEANLINESS OF HIS/HER DESIGNATED AREA.**
9. **ALL UTILITY WORKERS SHALL REMAIN IN THEIR DESIGNATED AREA DURING THEIR DUTY.**

NOTE:

First and Second Offense: **WARNING**

Third Offense: **TERMINATION OF CONTRACT**

Prepared By:

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**MAINTENANCE PLAN
CALENDAR YEAR 2022**

Activities	Mode of Implementation	Office/Unit	Responsible Person/ In-Charge	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1. Clearing, cleaning and repair of damaged building structures after the onslaught of Super Typhoon Odette.	4 Months	Building and Estates	R.C. GRAVINO	■	■	■	■								
2. Cleaning of canals and roof gutters.	Every 3 Months	Building and Estates	R.C. GRAVINO			■			■			■			■
3. Maintenance and repair works.	Every Month	Building and Estates	R.C. GRAVINO	■	■	■	■	■	■	■	■	■	■	■	■
4. Check-up/ repair of water plumbing system.	Every 3 Months	Building and Estates	R.C. GRAVINO	■			■			■			■		

Prepared by:

VIRGILIO RESARE
Unit Head

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Vice President for Administration



ANCILLARY SERVICES JANITORIAL WORK ASSIGNMENT

NAME	CELLPHONE NUMBER	AREA / LOCATION	REMARKS
MONDAYS TO FRIDAYS			
1. EDELITO B. ESTOQUE	09077959827	• ENTRANCE LOBBY / CORRIDORS, ADMIN, OFFICES AND BOARDROOM	
2. NIEVES SAMONTINA		• ENGINEERING BLDG. SECOND FLOOR TO FIFTH FLOOR INCLUDING COMFORT ROOMS	
3. MARIO MERACAP		• MINI-HOTEL, CORRIDORS FROM ACCOUNTING OFFICE TO IRGO.	
SATURDAYS / SUNDAYS ONLY			
1. VENANCIA Y. VILLASIN	09514044364	• ENGG. – TECH. BLDG. SECOND FLOOR TO THIRD FLOOR INCLUDING COMFORT ROOMS	
2. RODOLFO RUIZOL	09267521794	• 3-STOREY TECHNOLOGY BLDG., WAF, RAC/MECHL. BLDGS.	
3. ANGEL ESTOQUE	09124660990	• ENGG. BLDG. SECOND FLOOR TO FIFTH FLOOR INCLUDING COMFORT ROOMS.	
4. EDNA TAN	09466940535	• TECHNOLOGY BLDG. SECOND FLOOR	
5. EFSIE C. APAS	09103635073	• COLLEGE GYMNASIUM PARKING AREA, PLAYING COURT, AND BLEACHERS	

Prepared by:


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 OIC – Director, Ancillary Services



ANCILLARY SERVICES – MAIN CAMPUS

REPAIR AND MAINTENANCE

- 1 DONOSO, COSME
- 2 RAGAS, CLEFF
- 3 PLAZA, ROBERT
- 4 RESARE, VIRGILIO
- 5 TAGHOY, REYNALDO
- 6 CONCEPCION, JONATHAN
- 7 SULAPAS, RAMEL
- 8 SERATO, DANILO

ELECTRICAL/ AIRCON MAINTENANCE

- 9 GELI, JOLLYBERT
- 10 MORDENO, HEINIE
- 11 ESTEBE, RENAN
- 12 CASUPAS, GELO

WATER REFILLING INCHARGE

- 13 ILIGAN, FORTUNATO

KM. 8 LOT CARE TAKER

- 14 ACHAS, ROLITO M.

DRIVERS

- 15 TUBAON, NICANOR
- 16 SABEJON, JOBERT


JANITORIAL SERVICES

- 17 ESTOQUE, EDELITO
- 18 SAMONTINA, NIEVES
- 19 MERACAP, MARIO

JANITORIAL SERVICES (SATURDAYS/ SUNDAYS)

- 20 APAS, EFSIE
- 21 ESTOQUE, ANGEL
- 22 RUIZOL, RODOLFO
- 23 TAN, EDNA
- 24 VILLASIN, VENANCIA

PREPARED BY:


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OIC Director – Ancillary Services



Jonas
JONAS E. DE LA CRUZ
Photo Taken