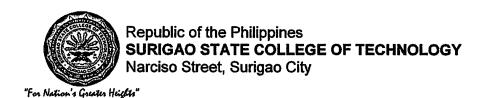
S.4.4. cleanliness and orderliness of the school campus.





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:

Noted by:

RONALD C. GRAVINO
OIC Director – Ancillary Services

ROWENA A. PLANDO, Ph.D. Vice President for Administration

Approved by:

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SURIGAO STATE COLLEGE OF TECHNOLOGY

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Page No.	1 of 1

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.
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

Checked and Reviewed:

RONALD C. GRAVINO

OIC Director, Ancillary Services

Concurred by

ROWENA A. PLANDO, Ph.D Vice President for Administration





ANCILLARY SERVICES JANITORIAL WORK ASSIGNMENT

NAME	CELLPHONE NUMBER	AREA / LOCATION	REMARKS
	MO	NDAYS 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.	
	SATUR	DAYS / 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	1 . Carp 1
5. EFSIE C. APAS	09103635073	COLLEGE GYMNASIUM PARKING AREA, PLAYING COURT, AND BLEACHERS	

Prepared by:

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"For Nation's Greater Heights"

ANCILLARY SERVICES - MAIN CAMPUS

REPAIR AND MAINTENANCE 1 DONOSO, COSME 2 RAGAS, CLEFF 3 PLAZA, ROBERT 4 RESARE, VIRGILIO

6 CONCEPCION, JONATHAN

TAGHOY, REYNALDO

7 SULAPAS, RAMEL

5

8 SERATO, DANILO

ELECTRICAL/ AIRCON MAINTENANCE

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
- 46 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:

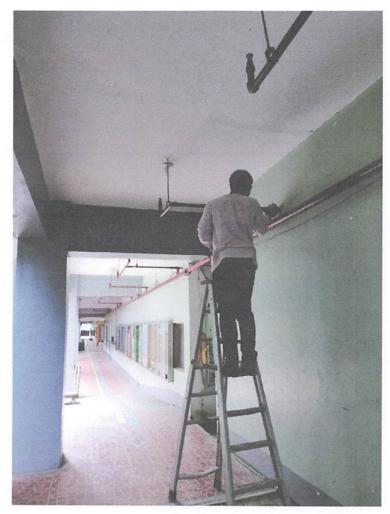
RONALD C. GRAVINO

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JONAS E. DE LA CRUZ Photo Taken