

Machine ID : 2353867

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1200H REDUCE THE LIGHT FOR EMS
 1300H STANDBY AT MY POST AOR
 1310H LAHAT NG MGA TRIUMPH NG ASE
 AY PINA-PAPUNTA DITO SA OSEC PARA
 KUNIN YUNG REGALO PARA SA MGA
 ASEW ASPER MAM CLAUDINE NEYRA.

1730H
 1740H
 1810H
 1820H
 1830H
 1840H

END OF OUR TOUR OF DUTY PROPERLY
 TURN OVER TO INCOMING GUARD SG
 BALCITA MM INCLUDING THE ALL ITEM
 LISTED BELOW.

2000H

2100H

SG. BALCITA MM
 INCOMING

SG. PADERNOS GP
 OUT GOING

NK
 SG. BALCITA MM

OSBC

15-12-21

1400H - 2200H

OBSUMED PDR FROM OUTGOING GUARD
 SG PADERNOS, GP ALL ITEMS INCLUDING
 THE FOLLOWING LISTED BELOW

01 MONITORING
 01 KENWOOD RADIO
 01 LOGBOOK

1400H START MONITORING MY AOR
 1450H C/O MR. TOTO ULARAN
 1500H CONTINUES MONITORING MY AOR
 1601H START DISTRIBUTING GIFTS TO ALL
 DIRECTOR

1600H C/O MR. JONIE DE GUARANDA
 1720H C/O MR. RUDOLPH NOLAN

EMS

OR

NG ASEL

JSEC PARA

SA MGA

NEYRA.

1737H

1741H

1816H

1827H

1830H

1900H

2000H

2100H

do MR. RICKY CAUPAY

do MS. KATH PRUDENTE

do MS. JANE TALAN

do JSEC GARCIA

do HGA. EDJAWAN

do MS. CLAUDYNE NEYRA

CONDUCT PROVING MY ROR AS FAR
NEGATIVE PROBLEM

STAND BY AT MY POST AND ALWAYS
ALERT

POST STILL PEACEFUL SITUATION

PROPERLY

WARD SG.

ALL ITEM

VERNOS GP

GOING

PDR WERE PROPERLY TURN OVER TO
INCOMING GUARD OF MY ALL ITEMS
COVERED BY THIS POST AND ENDORSE
THE FOLLOWING ITEMS TO CH PASE
FOR SAFE KEEPING

01 GMM w/ 8 AMMO

01 KENWOOD RADIO

01 LOGBOOK

0 GUARD

5 MINUTE

2 2001

2 2011

2 2011

SC. DALETA, MM
OUTGOING

CH ON DUTY

SG. PADERNOS G.P
4TH FLOOR (OSEC)

12-27-2021

1400H - 2200H

- DO - ASSUMED PDR FROM OUT GOING GUARD
SG. PAGHUBASAN INCLUDING THE ALL ITEM
LISTED BELOW.

- 01 - 9MM CAL ²/₈ AMMUS
- 01 - KENWOOD RADIO
- 01 - LOGBOOK

1400H START MONITORING MY POST AOR
1530H POST STILL NORMAL SITUATION AT
THIS TIME

1538H C/O SIR. TOTO YLAGAN
1624H C/O MS. MITCHELL AGATIN
1627H C/O MS. SOVY BELARMINO
1710H C/O MR. RICKY CALIPAY
1741H C/O MS. KATH PRUDENTE
C/O MS. JANE TALAL

1800H C/O MS. CLAUDINE NEYRA

1900H STANDBY AT MY POST AOR AND
ALWAYS ALERT.

2000H POST STILL NORMAL SITUATION AT
THIS TIME.

2100H FINAL MONITORING MY POST AOR
SO FAR NO PROBLEM FOUND.

END OF OUR TOUR OF DUTY PROPERLY
TURN OVER TO CH GUARD INCLUDING
THE ALL ITEM LISTED UPON MY ENTRY

SG. PADERNOS G.P
OUT GOING

CH GUARD
RECEIVE

SG. PADERNOS GP
4TH FLOOR (OSEC)

DEC, 28, 2021

1400H - 2200H

SG GUARD
10th CY

- DO -

ASSUMED PDR FROM THE OUT GOING
GUARD SG. PAGHUBASAN INCLUDING THE
ALL ITEM LISTED BELOW.

01 - 9MM CAL W/ 8 AMMUS

01 - KENWOOD RADIO

01 - LOG BOOK

1400H START MONITORING MY POST AOR

1500H STANDBY AT MY POST AOR AND
ALWAYS ALERT.

1630H POST STILL NORMAL SITUATION
AT THIS TIME.

1700H CONDUCT ROVING AT MY POST AOR
SO FAR NEGATIVE PROBLEM.

1745H C/O MAAM. KATH PRUDENTE

C/O MAAM. JANE TAGAL

C/O MS. JOVY BELARMINO

C/O MR. J LUMAGBAS

1749H C/O MAAM. BING MANILA

ANDAYA 1752H C/O MS. MITCHELL AGATIN

C/O MR. MARC ANDAYA

1800H C/O MAAM. CLAUDINE NEYRA

1809H C/O HEA. EDJAWAN GAVIN

1811H C/O USEC. R GARCIA

1900H CONTINUEZ MONITORING MY POST AOR

2022H CONDUCT UV LIGHT IN THE OSEC.

END OF OUR TOUR OF DUTY PROPERLY TURN
OVER TO CH GUARD INCLUDING THE ALL ITEM LIST
BELOW

SG. PADERNOS GP
OUT GOING

OFFICE OF THE SECRETARY

WORK SCHEDULE

NAME

SKELETON STAFF ON DEC. 1-31, 2021

PERMANENT

- | | | |
|----|------------------------|--------------------|
| 1. | ORENCIO D. JERUTA | Monday to Saturday |
| 2. | ALBERT R. EDU | Monday to Saturday |
| 3. | KATHERYNNE C. PRUDENTE | Monday to Friday |
| 4. | JANE L. TAGAL | Monday to Friday |
| 5. | JASPER L. LUMAGBAS | Monday to Friday |
| 6. | DANILO S. ALVAREZ | Monday to Friday |
| 7. | ZALDY B. ABLANG | Monday to Friday |

WFH



CONTRACT OF SERVICE

- | | | |
|-----|---------------------|--------------------|
| 8. | EMMANUEL R. ARTUZ | Monday to Saturday |
| 9. | FLORENCIO F. ANDAYA | Monday to Saturday |
| 10. | MARIO F. ANDAYA | Monday to Saturday |
| 11. | REYNALDO C. EDU | Monday to Saturday |
| 12. | JOSE A. VINOYA | Monday to Saturday |
| 13. | JONATHAN T. TADEO | Monday to Saturday |
| 14. | FIDORF S. CIMATU | Monday to Saturday |
| 15. | JONATHAN A. PACLE | Monday to Saturday |
| 16. | GERALD J. PORMAREJO | Monday to Saturday |
| 17. | CLAUDYNE A. NEYRA | Monday to Friday |

NOTED:


ORENCIO D. JERUTA
Executive Assistant IV