



March 2, 2020

**SCHOOLS DIVISION MEMORANDUM**

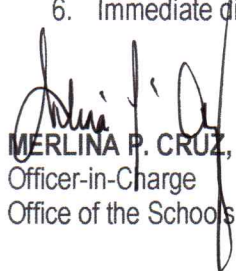
No. 079, s. 2020

To : Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned



**ASSIGNMENT OF WATCHMEN IN SCHOOLS**

1. This Office informs the field of the Assignment of Watchmen in Schools and other Government Offices, Mondays-Fridays with a maximum of 22 days with expected schedule found in Enclosure No. 1.
2. The said watchmen are expected to perform the following:
  - a. ensure that campus facilities and school community members are safe and secure;
  - b. keep alert for people with unusual behavior/ attitude around the campus;
  - c. report criminal activities (drug/illegal acts);
  - d. secure premises and personnel by patrolling property, monitoring surveillance and inspecting building equipment;
  - e. assist students, teachers, principal and visitors inside the premises; and
  - f. does other related work as agreed between schoohead and watchmen.
3. Per agreement with the CSU, the watchmen shall join the flag raising activities of their assigned schools and shall be allowed to participate in a once-a-month City Physical Wellness activity every Thursday, 8:00AM – 12:00 NN.
4. Each watchman shall submit accomplishment report to the schoolhead together with Form 48 every 14<sup>th</sup> and 29<sup>th</sup> of the month using the template in Enclosure No. 2. Schoolheads shall submit signed DTRs and accomplishment reports to the SDO-Records Section on or before 15<sup>th</sup> and 30<sup>th</sup> of each month. Work accomplishments shall be checked against the logbook maintained by the schools.
5. Enclosure No. 3 shall be used by watchmen assigned to other government offices.
6. Immediate dissemination of this Memorandum is enjoined.

  
**MERLINA P. CRUZ, PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Schools Division of San Jose del Monte City



Enclosure No. 2 to Schools Division Memorandum No. 079, s. 2020



Republic of the Philippines  
 Province of Bulacan  
 City of San Jose del Monte

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

Brgy. Poblacion I, CSJDM, Bulacan  
 +639334720863 / (044)815-2231 / chrmosjdm@yahoo.com

**ACCOMPLISHMENT REPORT**

For The Month: \_\_\_\_\_

NAME : \_\_\_\_\_  
 SCHOOL : \_\_\_\_\_  
 POSITION : WATCHMAN (SEF)

Functions	Activity	Accomplishment
Ensure that campus facilities and school community members are safe and secure		
Keep alert for people with unusual behavior/attitude around the campus		
Report criminal activities (Drug/illegal acts)		
Secure premises and personnel by patrolling property, monitoring surveillance and inspecting building equipment		
Assist students, teachers, principal and visitors inside the premises		
Others		

Prepared and Submitted By:

Certified Correct:

\_\_\_\_\_  
 Employee's Signature over Printed Name

\_\_\_\_\_  
 School Head

Noted:

**MERLINA P. CRUZ, PhD, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**DENNIS M. BOOTH, PH. D**  
 City Administrator



San Ignacio St., Poblacion, San Jose del Monte City, Bulacan  
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Management System ISO 9001:2015  
 Certificate Registration No. 50500738 QM15





Enclosure No. 3 to Schools Division Memorandum No. 079, s. 2020



Republic of the Philippines  
 Province of Bulacan  
 City of San Jose del Monte  
**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

Brgy. Poblacion I, CSJDM, Bulacan  
 +639334720863 / (044)815-2231 / chrmosjdm@yahoo.com

**ACCOMPLISHMENT REPORT**

For The Month: \_\_\_\_\_

NAME : \_\_\_\_\_  
 OFFICE : PUBLIC ORDER AND SAFETY OFFICE (POSO)  
 POSITION : WATCHMAN (SEF)

Functions	Activity	Accomplishment
Ensure that campus facilities and school community members are safe and secure		
Keep alert for people with unusual behavior/attitude around the campus		
Report criminal activities (Drug/illegal acts)		
Secure premises and personnel by patrolling property, monitoring surveillance and inspecting building equipment		
Assist students, teachers, principal and visitors inside the premises		
Others		

Prepared and Submitted By: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Employee's Signature over Printed Name

**PEDRO G. RAMOS**  
 PSSUPT DSC (RET) MPA  
 Chief Public Order and Safety Office

Noted:

**MERLINA P. CRUZ, PhD, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**DENNIS M. BOOTH, PH. D**  
 City Administrator





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Schools Division of San Jose del Monte City



Enclosure No. 1 to Schools Division Memorandum No. 079, s. 2020

List of Watchmen and their respective schedule.

School	Assigned Watchman	Time
Bagong Buhay A ES	Ramil Ortinero	8:00 AM – 5:00 PM
Bagong Buhay B ES	Sotero Cuison	
Bagong Buhay C ES	Manny Samama	
Bagong Buhay G ES	Virgilio Codilan	
Bagong Buhay H ES	Henry Espanola	
Bagong Buhay I ES	Kyle Lobo	
Dulong Bayan ES	Alerose Manuel	
Francisco Homes ES	Ivan Jayson Agapito	
Gaya-Gaya ES	John Timothy Domingo	
Graceville ES	Danilo Llana	
Goldenville ES	Adriano Castillo	
Gumaok Es	Eduardo de Guzman	
Heroesville ES	Jack Dela Cruz	
Kaypian ES	Romolo Lorenzo Gergonio Robes	
Marangal ES	Crispin Espaldon	
Minuyan ES	Reynaldo Lapaz	
Muzon Pabahay ES	Ricardo Montano	
Partida ES	Felix Moradas	
Paradise Farms Community School	Marites Agreda	
Sapang Palay Proper ES	George Tilano, Jr.	
San Manuel ES	Arturo Suizo	
San Roque ES	Maria Fe Espanola	
Sto. Cristo ES	Raffy Aguilar	
Tungkong Mangga ES	Lorna Perez	
San Jose del Monte Central School	Pedro Pedrosa	
San Jose del Monte Heights ES	Jovani Paraico Ramel Jamoragan	
CSJDM Science HS	Arlene Casallo	
Citrus NHS	Arnel Arceno	
Graceville NHS	none	
Kakawate NHS	Roberto Jose	
Kaypian NHS	Larry Nevado	
Marangal NHS	Leonard Delloso	
Minuyan NHS	Julita Magayones	
Muzon NHS	Arwin Belarmino	
Muzon Harmony Hills HS	Leopoldo Llaba	
San Jose Del Monte NHS	Joel Cataniag	
San Manuel NHS	Eugenio Manuel	



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Republic of the Philippines

**DEPARTMENT OF EDUCATION**

Schools Division of San Jose del Monte City



School	Assigned Watchman	Time
San Martin NHS	Eduardo Bautista	8:00 AM – 5:00 PM
Sapang Palay NHS	Ernesto Calipayan Christopher Fajardo	
San Jose del Monte NTS	Roberto de Vera	
Sto. Cristo NHS	Nasser Datumanong	
Towerville NHS	Aquilino Salazar	
San Isidro ES	Allan Torellas Alberto Ramos	
Kakawate ES	Jovelyn de Jesus Rafael Tabinas	
Paradise Farms NHS	Lazaro Fulgar Christopher dela Cruz	
Bagong Buhay F ES	Eric Santiago	
Bagong Buhay E ES	Gina Ordon	
Bagong Buhay D ES	Oliver Tolentino	1:00 PM – 11:00PM
Towerville ES	Arnil Lopez	7:00 PM – 4:00 AM
Guijo ES	Tessie Causon	1:00 PM – 11:00 PM
San Rafael NHS	Llbrado Escalante Vicente Lana	10:00 AM – 7:00 PM
Mulawin NHS	Rey Tadlas Virgilio Morales	1:00 PM – 11:00 PM
MRF	Floro Delantar	6:00 AM – 3:00 PM
Oval	Jaime Jacildo	6:00 AM – 3:00 PM
Satellite	Ulysses Infante	10:00 AM – 7:00 PM
Cityhall	Julius Baltar Romeo Toledo	8:00 AM – 5:00 PM
DSWD	Conrado Marcella	8:00 AM – 5:00 PM
Ospital ng Lungsod	Fe Sayre	8:00 AM – 5:00 PM
G1	Elizabeth Tuliao	8:00 AM – 5:00 PM
Sports Complex	Manuel Galicinao	6:00 AM – 2:00 PM
Covered Court	Elizabeth Menor	8:00 AM – 5:00 PM
Sentry	Norberto Balayo	6:00 AM – 2:00 PM
Rising Heart	Eduardo Hate III	10:00 PM – 6:00 AM
RTC	Vicente Mañoza	6:00 AM – 2:00 PM
Security	Mastura Tuya	8:00 AM – 5:00 PM



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