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**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**DepEd Task Force COVID-19**  
**MEMORANDUM No. 355**  
20 March 2021

For: **Secretary Leonor Magtolis Briones**  
**Undersecretaries and Assistant Secretaries**  
**Bureau/Service Directors and Division Chiefs**  
**All Others Concerned**

Subject: **SUBMISSION OF NAMES AND CONTACT DETAILS**  
**OF THE DESIGNATED SUPPORT STAFF FOR COVID-19**  
**CASE MANAGEMENT, AND OFFICE DESIGNATED PFA**  
**PROVIDER**

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Pursuant to DepEd Task Force COVID-19 (DTFC) Memorandum No. 95 titled *Updated Protocols in Handling, Managing, and Testing of Reported COVID-19 Cases and Close Contacts at the Central Office*, and DTFC Memorandum No. 102 titled *Roles and Responsibilities of Designated Support Staff for Case Management in Handling and Management of Reported COVID-19 Cases and Close Contacts at the Central Office*, **all Heads of Offices are requested to submit an updated designation slip for the following:**

1. **Office-Designated Support Staff for Case Management** who will provide necessary support and assistance in case management, including the daily reporting of cases in their respective offices to the Central Office Clinic.
2. **Office-Designated Psychological First Aid (PFA) Provider** who will provide immediate psychosocial support assistance, in coordination with the Disaster Risk Reduction and Management Service (DRRMS), to DepEd Central Office personnel who are confirmed COVID-19 cases or close contacts to a confirmed COVID-19 person.

Kindly refer to the following attachments:

1. Annex A - Partial list of DepEd Central Office Designated Support Staff for COVID-19 Case Management and Designated PFA Providers which the offices in DepEd Central Office submitted last 2020.



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
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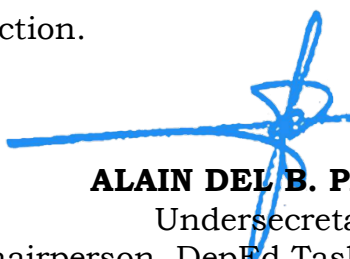



2. Annex B - Designation slip for Office Support Staff for Case Management and PFA Provider which **shall be accomplished and submitted by all offices**. This is to update and complete the list of designated support staff for COVID-19 case management, and PFA provider in DepEd Central Office.

The accomplished Annex B shall be submitted to [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), copy furnished [blss.od@deped.gov.ph](mailto:blss.od@deped.gov.ph), [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) and [co.clinic@deped.gov.ph](mailto:co.clinic@deped.gov.ph), on or before **24 March 2021, 5 p.m.** All submissions shall be consolidated into a directory for faster coordination and immediate provision of necessary assistance.

For future correspondence and queries on this subject, please contact DepEd Task Force COVID-19 through the DRRMS at telephone no. (02) 8637-4933 or email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), BLSS-OD and BLSS-SHD at telephone no. (02) 8632-9935 or email at [blss.od@deped.gov.ph](mailto:blss.od@deped.gov.ph) and [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), and DepEd CO Clinic at telephone no. (02) 8633-7214 or email at [co.clinic@deped.gov.ph](mailto:co.clinic@deped.gov.ph).

For immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary  
Chairperson, DepEd Task Force COVID-19



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**Annex A. DepEd Central Office Designated Support Staff for COVID-19 Case Management and Designated PFA Provider as of August 2020**

No.	Office	Designated Support Staff for Case Management			Designated PFA Provider		
		Name	Position	Email Address	Name	Position	Email Address
1	BUREAU OF CURRICULUM DEVELOPMENT (BCD) OD	Mylene G. Panaon	Admin Officer IV	mylene.panaon@deped.gov.ph	Tina Buhat	Senior Educ. Prog. Specialist	tina.buhat@deped.gov.ph
2	TEACHING AND LEARNING DIVISION	Jhim Dumaquita	Admin Support	jhimdumaquita1738@gmail.com	Krishna Anne M. Soriano	SrEPS	krishaanne.soriano@deped.gov.ph
3	STUDENT INCLUSION DIVISION				Angelito R. Cortez Jr.	SEPS	angelito.cortez@deped.gov.ph
4	BUREAU OF EDUCATION ASSESSMENT (BEA) OD	Percival M. Gonzales	Admin. Officer IV	percival.gonzales@deped.gov.ph	Marivic R. Leano	OIC-Dir. III	marivic.leano001@deped.gov.ph
5	EMPLOYEE WELFARE DIVISION (EWD)	Earl Ryan A. Losito		earl.losito@deped.gov.ph	Bless Valdez	Admin Officer II	bless.valdez@deped.gov.ph
6	NEAP OD	Augustiniano Gutierrez	Admin Asst, III	augustiniano.gutierrez@deped.gov.ph	Jessica Kristel Abeleda	Admin Asst. III	jessica.abeleda@deped.gov.ph
7	PROFESSIONAL DEVELOPMENT DIVISION	Fleura Karina C. Lorenzo	Admin. Support II	fleura.lorenzo@deped.gov.ph	Millie Jane T. Fudolig	Senior Educ. Prog. Specialist	millie.fudolig@deped.gov.ph
8	PROJECT MANAGEMENT SERVICE (PMS) OD	Rovelita P. Vidanes	Technical Assistant	rovelita.vidanes@deped.gov.ph	Rowena Ebcas	Admin. Officer I	rowena.ebcas@deped.gov.ph
9	Office of the Undersecretary for Finance	Sonia T. Valderosa	Sr. ADAS	stvalderosa@yahoo.com	Maria Patricia Ysmael	Exec. Asst. II	patricia.ysmael@deped.gov.ph
10	Office of the Assistant Secretary for Finance	JENNEFER Q. JALOVA	TA II	jennefer.jalova@deped.gov.ph	JENNEFER Q. JALOVA	TA II	jennefer.jalova@deped.gov.ph
11	OD	Emmanuel L. Magallona	TA I	emmanuel.magallona@deped.gov.ph	Alwin Vince A. Genato	TA I	alwin.genato@deped.gov.ph
12	ACCOUNTING DIVISION	Crisanta Q. Reyes	Admin Asst. III	ma.reyes010@deped.gov.ph	Ann Cherrie P. Silla	Admin Asst. III	mary.silla@deped.gov.ph
13	BUDGET DIVISION	Rey Mark V. Tirados	Admin Officer II	rey mark.tirados@deped.gov.ph	Leonardo Guledeu	Admin. Officer IV	nardsguledeu56@gmail.com
14	EMPLOYEE ACCOUNTS MANAGEMENT DIVISION	Louisa S. Roberto & Fabiana C. Altezo	Chief Admin. Office/ Admin. Officer V	louisa.roberto@deped.gov.ph; fabiana.altezo@deped.gov.ph	Elenita F. Palomeno	TA II	elenita.palomeno@deped.gov.ph
15	PROCUREMENT MANAGEMENT SERVICE (ProcMS) OD	Sabina S. De Castro	Admin Support II	sabina.decastro@deped.gov.ph	May Ann D. Escorsa	Sr. Tech. Asst I	may.escorsa@deped.gov.ph
16	ADMINISTRATIVE SERVICE (AS) OD	LESLIE ROSE S. LONTOK	TA II	leslie.lontok@deped.gov.ph	MARJORIE ANN A. QUINONES	Admin. Support II	marjorie.quinones@deped.gov.ph
17	ASSET MANAGEMENT DIVISION	Carmina C. Nario	Admin Asst. II	carmina.nario@deped.gov.ph	Albert C. Alano	Supervising Admin. Officer	albert.alano@deped.gov.ph
18	GENERAL SERVICES DIVISION	MARY JANE G. DE GUZMAN	Admin Officer IV	mary.deguzman021@deped.gov.ph	MARK JOSEPH L. CALILUNG	ENGINEER II	markjoseph.calilung@deped.gov.ph
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20	Office of the Undersecretary for Legal Affairs	Tania Grace A. Navales	AA III	tania.navales@deped.gov.ph	Anna Joyce C. Macabare	TA I	anna.macabare@deped.gov.ph
21	Office of the Assistant Secretary	Luigi S. Punzalan; Jaime D.M.	TA II; AS II	luigi.punzalan@deped.gov.ph; jaime.bonifacio@deped.gov.ph	Allan Cairo M. Reyes	STA I	allan.reyes004@deped.gov.ph
22	OD - Investigation Division	May Ann V. Ibarreta	TA II	may.ibarreta@deped.gov.ph	Hannah Mae Tangunan	Legal Asst II	hannah.tanganan@deped.gov.ph
23	Legal Division	Bryan de Leon	Legal Assistant II	bryan.deleon@deped.gov.ph	Jennifer P. Zamboanga	Legal Asst II	jennifer.zamboanga@deped.gov.ph
24	DISASTER RISK AND REDUCTION MANAGEMENT SERVICE	Anthony Gil Versoza	PDO II	anthony.versoza@deped.gov.ph	Leandra C. Yu	TA II	leandra.yu@deped.gov.ph
25	EXTERNAL PARTNERSHIP SERVICE (EPS) OD	Mary Ann Bruan	Technical Assistant II	mary.bruan@deped.gov.ph	Ana Liza Awa	TA II	
26	FIELD OPERATIONS/ PALARONG PAMBANSA SECRETARIAT, DEACO Office of the Undersecretary	Edward T. Masukat II	TA II	edward.masukat@deped.gov.ph	Paul G. Torralba	Exec. Asst. IV	paul.torralba@deped.gov.ph
27	Office of the Undersecretary for Planning, Human Resource and Organizational Development (OUPHROD)	Sharon T. Ayala	EA II	sharon.ayala@deped.gov.ph	Rexie B. Quizon	STA I	rexie.quizon@deped.gov.ph
28	TEACHER EDUCATION COUNCIL SECRETARIAT (TECS)	Donnabel B. Bihasa	SEPS	donnabel.bihasa@deped.gov.ph	Jayson A. Penafiel	EPS II	jayson.penafiel@deped.gov.ph
29	INDIGENOUS PEOPLE'S EDUCATION OFFICE (PsEO)	Apple Guintodan	Technical Assistant II	apple.guintodan@deped.gov.ph	Maria Lourie Victor	Senior Technical Assistant IV	maria.victor@deped.gov.ph
30	Public Affairs Service _Publications Div. (PAS_PD)	Aurea P. Aquino	Admin. Officer V	aurea.aquino@deped.gov.ph	Maribel P. Cabasal	Supervising Admin. Officer	maribelcabasal2020@gmail.com
31	Public Affairs Service _OD (PAS_OD)	Revia Mae E. Sibal	TA I	revia.sibal@deped.gov.ph	Revia Mae E. Sibal	TA I	revia.sibal@deped.gov.ph
32	BTMS Project Support	Mirasol Miranda	STA II	mirasol.miranda@deped.gov.ph			
33	Office of the Undersecretary Curriculum & Instruction (OUCI)	Jose Adrian C. Fernandez	Exec. Asst. IV	jose.fernandez001@deped.gov.ph	Jose Marco S. Arosa	STA III	jose.arosa@deped.gov.ph
34	Educ. Programs Delivery Unit (EPDU)	Martin Espanola Jr.	Data Specialist	martin.espanola001@deped.gov.ph	Francis Migrino	PPM Specialist	francis.migrino@deped.gov.ph
35	Office of the Assistant Secretary Curriculum and Instruction	Rowena del Rosario	STA III	rowena.delrosario011@deped.gov.ph	Imelda G. Logronio	Exec. Asst	imelda.logronio@deped.gov.ph
36	FINANCIAL MANAGEMENT REFORM COMMITTEE (FMRC) SECRETARIAT	HAYDEE TOLEDO	Public Financial Management Specialist	haydee.toledo@deped.gov.ph	HAYDEE TOLEDO	Public Financial Management Specialist	haydee.toledo@deped.gov.ph
37	International Cooperating Office	Jay Ann Arbois	Technical Assistant II	jay.arbois@deped.gov.ph	Crisalyn De Leon	TA I	crisalyn.deleon@deped.gov.ph
38	Planning Service - Policy Research and Development Division (PRRD)	Reuben dela Cruz	EPS II	reuben.delacruz@deped.gov.ph	Cristina A. Cay	PDO II	cristina.cay@deped.gov.ph
39	INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE	Maria Beatriz B. Pelobello	Admin Support I	ma.pelobello@deped.gov.ph	Marvin Dela Cruz	ITO II	marvin.delacruz002@deped.gov.ph
40	CENTRAL SECURITY AND SAFETY OFFICE (CSSO)	Jessie Acosta	Security Officer II	jessie.acosta@deped.gov.ph	Jemalyn Beatriz V. Aceveda	TA I	jemalyn.aceveda@deped.gov.ph



**ANNEX B. DESIGNATION SLIP FOR OFFICE SUPPORT STAFF FOR CASE  
MANAGEMENT AND PFA PROVIDER**

<b>Office</b>	
<b>Designated Support Staff for Case Management</b>	
Name	
Position	
Email Address	
Mobile No.	
<b>Designated PFA Provider</b>	
Name	
Position	
Email Address	
Mobile No.	

Noted by:

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