



Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**OFFICE MEMORANDUM**

UM-09-25-2024

TO : **SGOD and CID Chiefs and Personnel  
OSDS Unit Heads and Personnel  
Contract of Service and Job Order Employees**

FROM : **CECILE C. FERRO CESO VI  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent**

DATE : **September 25, 2024**

SUBJECT : **SCHEDULE OF RELIEVER TO THE PUBLIC ASSISTANCE DESK  
OFFICER FOR THE MONTH OF OCTOBER 2024**

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **OCTOBER 2024** pursuant to DepEd Order No. 84 s. 2013 entitled Implementation of the **Anti- Red Tape Act of 2007 or RA No. 9485** otherwise known as an "Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape.
- It is understood that as **Public Assistance Desk Officer**, one is expected to stay at the designated Receptionist Desk from **7:45-11:45 in the morning** and **1:00-5:00 in the afternoon**, to observe the **"NO NOON BREAK" policy under Republic Act. 9485**, there will be a **reliever from 11:45am-1:00pm** to continuously provide the necessary assistance to clients.
- It is hereby reiterated that, in case the reliever cannot perform his/her task on the assigned date, due to official business or leave of absence, She/he must notify the Admin. Officer V for Admin Services at least one week before the scheduled date so that necessary replacement and adjustment shall be made.

DATE	NAME	POSITION	SECTION /UNIT
<b>OCTOBER 2024</b>	<b>11:45am-1:00pm</b>		
<b>1- TUESDAY</b>	JADE T. CONCEPCION	Administrative Aide VI	ADMIN
<b>2- WEDNESDAY</b>	JERALD SUALIBIO	Administrative Aide VI	ASDS
<b>3- THURSDAY</b>	FRANKY E. PADILLA	Contract of Service	ICTU
<b>4-FRIDAY</b>	JACKYLEN T. CAMACHO	Job Order	CID
<b>7-MONDAY</b>	CHARENA SORREDA	Contract of Service	SDS



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<b>8-TUESDAY</b>	LEMUEL VARGAS	Contract of Service	COA
<b>9-WEDNESDAY</b>	CHRISTINE JOY GARCIA	Contract of Service	BUDGET
<b>10-THURSDAY</b>	MARIA ELAINE MAGTANGOB	Job Order	SGOD
<b>11-FRIDAY</b>	VIC ADOLF ALMONTE	Contract of Service	HRMO
<b>14-MONDAY</b>	AMALIA M. SIMO JRA.	Job Order	RECORDS
<b>15-TUESDAY</b>	EULA FUENTEBELLA	Contract of Service	SUPPLY
<b>16-WEDNESDAY</b>	SANDRINE TABUZO	Contract of Service	CID
<b>17-THURSDAY</b>	ELSIE FAITH TABLATE	Contract of Service	LEGAL
<b>18-FRIDAY</b>	SHERYL CAMBONGA	Contract of Service	SGOD
<b>21-MONDAY</b>	DASIREE TOLLEDO	Contract of Service	CASHIER
<b>22-TUESDAY</b>	MARICHU VALEZA	Administrative Assistant III	ACCTG
<b>23-WEDNESDAY</b>	DESSA NHIE M. MATIENZO	Contract of Service	SGOD
<b>24-THURSDAY</b>	MAY ANN SAPAULA	Job Order	CID
<b>25-FRIDAY</b>	EMMANUEL SOMIDO JR. II	Contract of Service	COA
<b>28-MONDAY</b>	JOY SUAIVISO	Contract of Service	SGOD
<b>29-TUESDAY</b>	JENELYN L. DEL BARRIO	Administrative Aide VI	CID
<b>30-WEDNESDAY</b>	RUEL M. MOLOD	Contract of Service	SUPPLY
<b>31-THURSDAY</b>	GERALD L. CAPISTRANO	Contract of Service	COA

4. For information, guidance and strict compliance.

