



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

23 June 2025

OFFICE MEMORANDUM

No. 072 s. 2025

To: OIC-Assistant Schools Division Superintendent
SGOD and CID Chiefs and Personnel
OSDS Unit Heads and Personnel
Contract of Service and Job Order Employees
All Others Concerned

**PERSONNEL RELIEVERS TO THE PUBLIC ASSISTANCE DESK OFFICER
FOR THE MONTH OF JULY 2025**

1. This Office hereby assigns the following personnel to assist clients transacting in the Schools Division Office at the Public Assistance Desk from 11:45 in the morning to 1:00 in the afternoon:

DATE	NAME	POSITION	UNIT
1 (Tue)	VIC ADOLF STEPHEN ALMONTE	Contract of Service	ASDS
2 (Wed)	CHARENA SORREDA	Contract of Service	SDS
3 (Thu)	JACKYLEN T. CAMACHO	Job Order	CID
4 (Fri)	JOY SUAVISO	Contract of Service	SGOD
7 (Mon)	JOELY JIMENEZ	Contract of Service	RECORDS
8 (Tue)	ALYSSA CLAUDETTE T. PASCUAL	Job Order	ADMIN
9 (Wed)	DESSA NHIE MATIENZO	Contract of Service	SGOD
10 (Thu)	LADY AUREEA SARMIENTO	Contract of Service	ACCTG.
11 (Fri)	EMMANUEL SOMIDO JR II	Contract of Service	COA
14 (Mon)	RYVEN KYVEN B. ALBERTO	Job Order	HRMO
15 (Tue)	SHERYL T. CAMBONGA	Contract of Service	SGOD
16 (Wed)	FRANDELF SANCHEZ	Contract of Service	ICT
17 (Thu)	ELSIE FAITH V. TABLATE	Contract of Service	LEGAL
18 (Fri)	LORENA D. CHAVEZ	Administrative Aide I	CID
21 (Mon)	JANETTE A. DELA ROSA	Contract of Service	RECORDS
22 (Tue)	ALYSSA CLAUDETTE T. PASCUAL	Job Order	ADMIN
23 (Wed)	GERALD L. CAPISTRANO	Contract of Service	COA
24 (Thu)	DASIREE TOLLEDO	Contract of Service	CASHIER
25 (Fri)	RUTHCEL D. BOBIS	Contract of Service	BUDGET
28 (Mon)	ANDRELIE T. LUMBAO	Contract of Service	SGOD
29 (Tue)	MAY ANN SAPAULA	Job Order	CID
30 (Wed)	RUEL MOLOD	Contract of Service	BAC
31 (Thu)	EULA FUENTEBELLA	Contract of Service	SUPPLY

2. In case of unavailability due to official business or leave of absence, the identified personnel must notify the AOV, Ms. Eva S. Tolentino at least one week before the schedule of duty so that replacements may be made.

3. For information, guidance and strict compliance.

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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