

Department of Education

REGION V IOOLS DIVISION OFFICE OF CATANDUANES

OFFICE MEMORANDUM

UM-10-29-2024

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

October 29, 2024

SUBJECT

SCHEDULE OF RELIEVER TO THE PUBLIC ASSISTANCE DESK

OFFICER FOR THE MONTH OF NOVEMBER, 2024

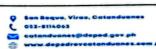
- 1. Hereunder is the schedule of assignment as reliever to the Public Assistance Desk Officer for the month of NOVEMBER 2024 pursuant to DepEd Order No. 84 s. 2013 entitled Implementation of the Anti- Red Tape Act of 2007 or RA No. 9485 otherwise known as an "Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape.
- 2. 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.
- 3. 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 NOVEMBER 2024	NAME 11:45am-1:00pm	POSITION	SECTION /UNIT
5- TUESDAY	GERALD L. CAPISTRANO	Contract of Service	COA
6- WEDNESDAY	FRANKY E. PADILLA	Contract of Service	ICT
7- THURSDAY	SHERYL CAMBONGA	Contract of Service	SGOD
8- FRIDAY	JACKYLEN CAMACHO	Job Order	CID
11- MONDAY	JANETTE T. DELA ROSA	Contract of Service	RECORDS











Republic of the Philippines

Department of Education REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

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12- TUESDAY	CHRISTINE JOY A. GARCIA	Contract of Service	BUDGET
13-WEDNESDAY	JOY SUAVISO	Contract of Service	SGOD
14-THURSDAY	ANDREA TALLA	Contract of Service	HRMO
15-FRIDAY	SANDRINE A. TABUZO	Contract of Service	CID
18- MONDAY	JOELY V. JIMENEZ	Contract of Service	RECORDS
19- TUESDAY	DESSA NHIE M. MATIENZO	Contract of Service	SGOD
20-WEDNESDAY	EMMANUEL SOMIDO JR. II	Contract of Service	COA
21- THURSDAY	EULA FUENTEBELLA	Contract of Service	SUPPLY
22- FRIDAY	CHARENA SORREDA	Contract of Service	SDS
25-MONDAY	LEMUEL VARGAS	Contract of Service	COA
26-TUESDAY	RUEL T. MOLOD	Contract of Service	SUPPLY
27-WEDNESDAY	MARIA LALAINE ALVANIZA	Job Order	CID
28-THURSDAY	JASMIN SOLO	Job Order	SGOD
29- FRIDAY	DASIREE TOLLEDO	Contract of Service	CASHIER

4. For information, guidance and strict compliance.









