



Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



November 02, 2022

MEMORANDUM TO:

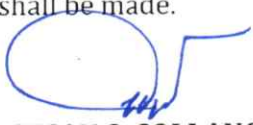
Section/Unit Heads
All Employees of the Division Office

Hereunder is the new schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **November 2022** 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.

DATE	NAME	POSITION	DIVISION SECTION/UNIT
NOVEMBER 2022			
2	JAKE M. TABLO	ADMINISTRATIVE ASSISTANT III	OSDS
3	ALEXA MAY B. ABUNDO	ADMINISTRATIVE AIDE VI	OASDS
4	ELOISA DV. BORJA	CONTRACT OF SERVICE	CASHIER
7	RONA MEL P. SUAISO	CONTRACT OF SERVICE	SGOD
8	ELSIE FAITH V. TABLATE	CONTRACT OF SERVICE	LEGAL
9	JOHN BRYAN C. LAGUDA	ADMINISTRATIVE AIDE I	ICTU
10	CHRISTIAN V. BELCHEZ	ADMINISTRATIVE ASSISTANT II	ACCOUNTING
11	NORVIN C. BONIFACIO	CONTRACT OF SERVICE	ICTU
14	LYN ANTONETH C. TEDERA	ADMINISTRATIVE AIDE VI	PERSONNEL
15	JADE T. CONCEPCION	ADMINISTRATIVE AIDE VI	ADMIN
16	ROSELLE T. BARTOLOME	ADMINISTRATIVE ASSISTANT III	BUDGET
17	ALYSSA JOY A. BAGADIONG	ADMINISTRATIVE AIDE VI	RECORDS
18	JOY SUAVISO	CONTRACT OF SERVICE	SGOD
21	JERALD SUALIBIO	ADMINISTRATIVE AIDE VI	OSDS
22	ASTHER ROSE T. OGALESCO	CONTRACT OF SERVICE	OASDS
23	JENELYN T. LAID	ADMINISTRATIVE AIDE VI	CID
24	JIJUMUSHA H. PANTI	CONTRACT OF SERVICE	SUPPLY
25	MAUREEN G. GIL	ADMINISTRATIVE AIDE I	ADMIN
28	MILLIAN APRHYL C. CABRERA	ADMINISTRATIVE AIDE VI	PERSONNEL
29	IRIS MAE A. UBALDE	JOB ORDER	RECORDS

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **8:00-12:00 in the morning and 1:00-5:00 in the afternoon** to answer the queries of the clients and provide them the necessary assistance.

It is hereby reiterated that, in case the Officer of the Day cannot perform his/her task in the assigned date, please notify the Personnel Section/Admin. Officer V at least one week before the scheduled date so that necessary replacement and adjustment shall be made.


SUSAN S. COLLANO
 Schools Division Superintendent