



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

28 April 2025

OFFICE MEMORANDUM

No. 059 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 MAY 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 (Thu)	LABOR DAY HOLIDAY		
2 (Fri)	DASIREE TOLLEDO	Contract of Service	CASHIER
5 (Mon)	JANETTE A. DELA ROSA	Contract of Service	RECORDS
6 (Tue)	JACKYLEN T. CAMACHO	Job Order	CID
7 (Wed)	SHERYL T. CAMBONGA	Contract of Service	SGOD
8 (Thu)	EMMANUEL SOMIDO JR II	Job Order	COA
9 (Fri)	KRISTINE ARCHIE SORIAO	Administrative Assistant II	ACCTG
12 (Mon)	JOELY V. JIMENEZ	Contract of Service	RECORDS
13 (Tue)	ANDRELIE LUMBAO	Contract of Service	SGOD
14 (Wed)	CHARENA SORREDA	Contract of Service	SDS
15 (Thu)	MAY ANN SAPAULA	Job Order	CID
16 (Fri)	VIC ADOLF STEPHEN ALMONTE	Contract of Service	ASDS
19 (Mon)	ALYSSA CLAUDETTE T. PASCUAL	Job Order	ADMIN
20 (Tue)	GERALD L. CAPISTRANO	Contract of Service	COA
21 (Wed)	EULA FUENTEBELLA	Contract of Service	SUPPLY
22 (Thu)	DESSA NHIE MATIENZO	Contract of Service	SGOD
23 (Fri)	RICKY S. ROSALES	Contract of Service	CID
26 (Mon)	LEROY B. MARINO	Contract of Service	HRMO
27 (Tue)	RUEL M. MOLOD	Contract of Service	BAC
28 (Wed)	SANDRINE TABUZO	Contract of Service	CID
29 (Thu)	ELSIE FAITH V. TABLATE	Contract of Service	LEGAL
30 (Fri)	JOY SUAVISO	Contract of Service	SGOD

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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