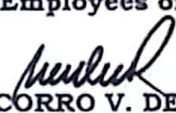


UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-05-24-2024

TO : Section/Unit Heads
 All Employees of the Division Office

FROM : 
SOCORRO V. DELA ROSA
 Schools Division Superintendent
 a

DATE : May 24, 2024

SUBJECT : **MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) JUNE, 2024**

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **June 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.

DATE	NAME (7:30-11:30 am)	POSITION	SECTION /UNIT	NAME (11:30am-5:00 pm)	POSITION
3-MON	DASIREE TOLLEDO	COS	SDS	JERALD SUALIBIO	ADA-VI
4-TUE	ELOISA DV. BORJA	COS	CASHIER/RECORDS	JOELY V. JIMENEZ	COS
5-WED	FRANKY PADILLA	COS	ICT	JOAN CABARLES	JO
6-THU	ELSIE FAITH V. TABLATE	COS	LEGAL/ASDS	CHARENA SORREDA	COS
7-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL/ASDS	CHARENA SORREDA	COS
10-MON	RONA MEL SUAISO	COS	SGOD	JOY SUAVISO	COS
11-TUE	JOELY V. JIMENEZ	COS	RECORDS/CASHIER	ELOISA DV. BORJA	COS
13-THU	SANDRINE TABUZO	COS	CID	LORENA CHAVEZ	ADA-I
14-FRI	RUEL MOLOD	COS	SUPPLY	EULA FUENTEBELLA	COS
17-MON	GERALD CAPISTRANO	COS	COA	LEMUEL VARGAS	COS
18-TUE	JACKYLEN CAMACHO	COS	CID	JENELYN L. DEL BARRIO	ADA-VI
19-WED	JERALD SUALIBIO	ADA VI	SDS	JAKE M. TABLO	AO-II
20-THU	ROSELLE BARTOLOME	ADAS-III	BUDGET/CID	MAY ANN SAPAULA	JO
21-FRI	SHERYL CAMBONGA	COS	SGOD	RONA MEL SUAISO	COS
24-MON	ANJEANETTE C. TATEL	JO	HRMO	LENETTE SOLEDAD	COS
25-TUE	JOY SUAVISO	COS	SGOD	RONA MEL SUAISO	COS
26-WED	EULA FUENTEBELLA	COS	SUPPLY	RUEL MOLOD	COS
27-THU	MARK SILVESTRE	ADAS-III	COA	RUEL BALANE	ADAS-III
28-FRI	LEMUEL VARGAS	COS	ACCTG	GERALD CAPISTRANO	COS

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **7:30-11:30 in the morning and 11:30-5:00 in the afternoon**, please observe the **"NO NOON BREAK" policy under Republic Act. 9485**, to continuously 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.

For information, guidance and strict compliance.