



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED
29 NOV 2022

UNNUMBERED MEMORANDUM:
OSDS-SDS-UM-11-28-2022/EST

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

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

DATE : **NOVEMBER 28, 2022**

SUBJECT : **MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) DECEMBER, 2022**

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **December 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 (8:00-11:00 am 12:00-5:00 pm)	POSITION	SECTION /UNIT	NAME (11:00am-12:00 pm)	POSITION
1	RHODEE MAE B. SAMONTE	COS	CID	JOVEN MATIENZO	COS
2	DESSA NHIE M. MATIENZO	J.O	SGOD	RONA MEL P. SUAISO	COS
5	JULIE FAYE OBIERNA	J.O	CID	JACKYLEN T. CAMACHO	J.O
6	JEKYLL KERR G. BONAVENTE	ADA-I	SGOD	JOY SUAVISO	COS
9	ASTHER ROSE T. OGALESCO	COS	ASDS	ALEXA MAY B. ABUNDO	ADA-VI
12	JULLO B. BONO	J.O	RECORDS	ALYSSA JOY A. BAGADIONG	ADA-VI
13	JOHN BRYAN C. LAGUDA	ADA-I	ICT	NORVIN BONIFACIO	COS
14	JENELYN LAID	ADA-VI	CID	JULIE FAYE V. OBIERNA	J.O
15	FRANCES JOANNAH H. IBAYAN	J.O	RECORDS	IRIS MAE A. UBALDE	J.O
16	MA. ELAINE A. ALVANIZA	J.O	CID	JENELYN LAID	ADA-VI
19	ELSIE FAITH TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
20	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILIO J. MOLINA JR.	ADAS-II
21	NORVIN BONIFACIO	COS	ICT	JOHN BRYAN C. LAGUDA	ADA-I
22	MAUREEN G. GIL	ADA-I	ADMIN	JADE T. CONCEPCION	ADA-VI
23	JERALD SUALIBIO	ADA-VI	SDS	JAKE TABLO	ADAS-III
26	DAVE TANTIADO	ADA-I	SGOD	JEKYLL KERR G. BONAVENTE	ADA-I
27	JADE T. CONCEPCION	ADA-VI	ADMIN	MAUREEN G. GIL	ADA-I
28	JAKE TABLO	ADAS-III	SDS	JERALD SUALIBIO	ADA-VI
29	MARIA ELIZA M. ICARANOM	COS	SGOD	DESSA NHIE M. MATIENZO	J.O

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **8:00-11:00 in the morning and 12:00-5:00 in the afternoon. In accordance to "NO NOON BREAK" policy under Republic Act. 9485 the replacement from 11:00-12:00pm** will take charge 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.



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