

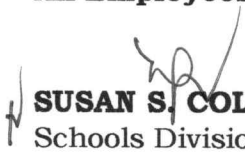


Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

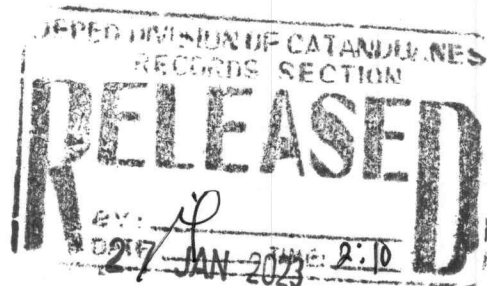
OSDS-ADMIN-UM-01-27-2023

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

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

DATE : **JANUARY 27, 2023**

SUBJECT : **MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) FEBRUARY, 2023**



Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **February 2023** 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-WED | HELEN TABLIZO | J.O | SGOD | JEKYLL KERR G. BONAVENTE | ADA-I |
| 2-THU | KRISTINE ARCHIE T. SORIAO | ADA-VI | CASHIER | ELOISA DV. BORJA | COS |
| 3-FRI | JULIE FAYE V. OBIERNA | J.O | CID | JACKYLEN T. CAMACHO | J.O |
| 6-MON | JULLO B. BONO | J.O | RECORDS | IRIS MAE A. UBALDE | J.O |
| 7-TUE | MA. FILIPINAS GARNICA | ADA-I | BUDGET | ROSELLE T. BARTOLOME | ADAS-III |
| 8-WED | RODERICK T. BALANE | ADA-I | CID | JOVEN MATIENZO | COS |
| 9-THU | FRANCES JOANNAH IBAYAN | J.O | RECORDS | JADE T. CONCEPCION | ADA-VI |
| 10-FRI | ELSIE FAITH TABLATE | COS | LEGAL | JADE T. CONCEPCION | ADA-VI |
| 13-MON | JERALD SUALIBIO | ADA-VI | SDS | JAKE M. TABLO | ADAS-III |
| 14-TUE | ALEXA MAY ABUNDO | ADA-VI | ASDS | MA. ELIZA ICARANOM | J.O |
| 15-WED | JAKE M. TABLO | ADAS-III | SDS | JERALD SUALIBIO | ADA-VI |
| 16-THU | MA. ELIZA ICARANOM | J.O | ASDS | ALEXA MAY ABUNDO | ADA-VI |
| 17-FRI | LYN ANTONETH C. TEDERA | ADA-VI | PERSONNEL | JADE T. CONCEPCION | ADA-VI |
| 20-MON | JOVEN MATIENZO | COS | CID | JENELYN T. LAID | ADA-VI |
| 21-TUE | SHERYL M. CAMBONGA | J.O | SGOD | JOY SUAVISIO | COS |
| 22-WED | DAVE B. TANTIADO | ADA-I | SGOD | RONA MEL P. SUAISO | COS |
| 23-THU | DAVIELYN PHAMAE R. TEVES | J.O | PERSONNEL | HAZEL S. BELMONTE | ADA-VI |
| 24-FRI | JIJUMUSHA H. PANTI | COS | SUPPLY | JADE T. CONCEPCION | ADA-VI |
| 27-MON | CHRISTIAN V. BELCHEZ | ADAS-II | ACCTG. | MARK SILVESTRE | ADAS-III |
| 28-TUE | MIA MARIE D. VICENTE | ADA-I | PERSONNEL | MILLIAN APRHYL C. CABRERA | ADA-VI |

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.

