


UNNUMBERED MEMORANDUM:
 OSDS ADMIN-UM-12-21-2023/001

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

FROM : 
 SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : DECEMBER 21, 2023

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **January 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 (7:30-11:00 am 12:00-5:00 pm)	POSITION	SECTION /UNIT	NAME (11:30am-12:00 pm)	POSITION
2-TUE	JADE T. CONCEPCION	ADA-VI	ADMIN	RUEL MOLOD	COS
3-WED	RUEL MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
4-THU	ELOISA DV. BORJA	COS	CASHER	JADE T. CONCEPCION	ADA-VI
5-FRI	JERALD SUALIBIO	ADA-VI	SDS	DASIREE TOLLEDO	COS
8-MON	JACKYLEN T. CAMACHO	J.O	CID	JENELYN T. LAID	ADA-VI
9-TUE	LYN ANTONETH C. TEDERA	ADA-VI	HRMO	MARY JOANNE L. AQUINO	ADA-I
10-WED	ALEXA MAY ABUNDO	ADA-VI	ASDS	ELSIE FAITH V. TABLATE	COS
11-THU	MAY ANN SAPAULA	J.O	CID	SANDRINE TABUZO	COS
12-FRI	RONA MEL SUAISO	COS	SGOD	JOHN STEVE TEJERERO	J.O
15-MON	SHELITA G. VALEZA	ADA-I	CID	JACKYLEN T. CAMACHO	J.O
16-TUE	DASIREE TOLLEDO	COS	SDS	JAKE TABLO	ADAS-III
17-WED	SANDRINE TABUZO	COS	CID	SHELITA G. VALEZA	ADA-I
18-THU	JOY SUAVISO	COS	SGOD	RONA MEL SUAISO	COS
19-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL	JENELYN T. LAID	ADA-VI
22-MON	RUEL M. MOLOD	COS	SUPPLY	ELSIE FAITH V. TABLATE	COS
23-TUE	FRANKY PADILLA	COS	BUDGET	ROSELLE BARTOLOME	ADAS-III
24-WED	JOHN STEVE TEJERERO	J.O	SGOD	SHERYL M. CAMBONGA	J.O
25-THU	ELSIE FAITH V. TABLATE	COS	LEGAL	RUEL M. MOLOD	COS
26-FRI	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILIO MOLINA JR.	ADAS-II
29-MON	SHERYL M. CAMBONGA	J.O	SGOD	JOY SUAVISO	COS
30-TUE	VIRGILIO MOLINA JR.	ADAS-II	ACCTG	CHRISTIAN V. BELCHEZ	ADAS-II
31-WED	RONA MEL SUAISO	COS	SGOD	DASIREE TOLLEDO	COS

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **7:30-11:00 in the morning and 11:30-5:00 in the afternoon. In accordance to "NO NOON BREAK" polley under Republic Act. 9485 the replacement from 11:30-12:00pm** 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.

