



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

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-06-29-2023

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

FROM :
SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : JUNE 29, 2023

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **July 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
3-MON	MARILOU S. MASANGCAY	J.O	CID	JOVEN MATIENZO	J.O
4-TUE	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE T. SORIAO	ADA-VI
5-WED	MA. LALAINA A. ALVANIZA	J.O	ASDS	JENELYN T. LAID	ADA-VI
6-THU	ANDRELIE T. LUMBAAO	COS	SGOD	RONA MEL P. SUAISO	COS
7-FRI	JERALD SUALIBIO	ADA VI	SDS	JAKE M. TABLO	ADAS-III
10-MON	FRANKY PADILLA	COS	BUDGET	ROSELLE BAROLOME	ADAS-III
11-TUE	RONA MEL P. SUAISO	COS	SGOD	ANDRELIE T. LUMBAAO	COS
12-WED	JOVEN MATIENZO	J.O	CID	JENELYN T. LAID	ADA-VI
13-THU	RUEL MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
14-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL	SHERYL M. CAMBONGA	J.O
17-MON	SHERYL M. CAMBONGA	J.O	SGOD	JHON STEVE TEJERERO	J.O
18-TUE	JACKYLEN T. CAMACHO	J.O	CID	JOVEN MATIENZO	J.O
19-WED	ELSIE FAITH V. TABLATE	COS	LEGAL	MARILOU S. MASANGCAY	J.O
20-THU	DESSA NHIE M. MATIENZO	J.O	SGOD	SHERYL M. CAMBONGA	J.O
21-FRI	KRISTINE ARCHIE T. SORIAO	ADA VI	CASHIER	ELOISA DV. BORJA	COS
24-MON	MA. LALAINA A. ALVANIZA	J.O	ASDS	ALEXA MAY ABUNDO	ADA-VI
25-TUE	JAKE M. TABLO	ADAS III	SDS	JERALD SUALIBIO	ADA-VI
26-WED	CHRISTIAN V. BELCHEZ	ADAS II	ACCTG	MARK SILVESTRE	ADAS-III
27-THU	RUEL M. MOLOD	COS	SUPPLY	SHELITA G. VALEZA	ADA-I
28-FRI	SHELITA G. VALEZA	ADA I	CID	ALEXA MAY ABUNDO	ADA-VI
31-MON	VIRGILIO J. MOLINA JR.	ADAS II	ACCTG	MARK SILVESTRE	ADAS-III

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" policy 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.