



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

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-08-24-2023

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

FROM : *Miled*
SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : **August 24, 2023**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **September 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
1-FRI	RUEL MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
4-MON	MAY ANN S. SAPAULA	J.O	CID	SHELITA G. VALEZA	ADA-I
5-TUE	JERALD SUALIBIO	ADA-VI	SDS	DASIREE T. TOLLEDO	COS
6-WED	JADE T. CONCEPCION	ADA-VI	ADMIN	ELSIE FAITH V. TABLATE	COS
7-THU	MA. LALAINA M. ALVANIZA	J.O	ASDS	JENELYN T. LAID	ADA-VI
8-FRI	ANDRELIE T. LUMBAO	COS	SGOD	JHON STEVE TEJERERO	J.O
11-MON	SHELITA G. VALEZA	ADA-I	CID	JACKYLEN T. CAMACHO	J.O
12-TUE	JOY SUAVISO	COS	SGOD	RONA MEL P. SUAISO	COS
13-WED	ELOISA DV.BORJA	COS	CASHIER	KRISTINE ARCHIE SORIAO	ADA-VI
14-THU	FRANKY PADILLA	COS	BUDGET	ROSELLE T. BARTOLOME	ADAS-III
15-FRI	DAVIELYN PHAMAE R. TEVES	J.O	HRMO	PAMELA JOY R. ARCILLA	COS
18-MON	JHON STEVE TEJERERO	J.O	SGOD	SHERYL M. CAMBONGA	J.O
19-TUE	JENELYN T. LAID	ADA-VI	CID	SANDRINE A. TABUZO	J.O
20-WED	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILIO J. MOLINA JR.	ADAS-II
21-THU	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
22-FRI	ALEXA MAY ABUNDO	ADA-VI	ASDS	MA. LALAINA M. ALVANIIZA	J.O
25-MON	JACKYLEN T. CAMACHO	J.O	CID	MAY ANN S. SAPAULA	J.O
26-TUE	RONA MEL P. SUAISO	COS	SGOD	JOY SUAVISO	COS
27-WED	RUEL MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
28-THU	JAKE TABLO	ADAS-III	SDS	JERALD SUALIBIO	ADA-VI
29-FRI	VIRGILIO MOLINA JR.	ADAS-II	ACCTG	CHRISTIAN BELCHEZ	ADAS-II

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.

