



**UNNUMBERED MEMORANDUM:**  
 OSDS-ADMIN-UM-04-27-2023

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

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

DATE : **APRIL 27, 2023**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **May 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-MON	LABOR DAY				
2-TUE	JACKYLEN T. CAMACHO	J.O	CID	JULIE FAYE OBIERNA	J.O
3-WED	SHERYL M. CAMBONGA	J.O	SGOD	HELEN T. RESCO	J.O
4-THU	JAKE TABLO	ADAS III	SDS	JERALD SUALIBIO	ADA-VI
5-FRI	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE T. SORIAO	ADA-VI
8-MON	JERALD SUALIBIO	ADA-VI	SDS	ELSIE FAITH TABLATE	COS
9-TUE	JYUMUSHA PANTI	COS	SUPPLY	RONA MEL SUAISO	COS
10-WED	HELEN T. RESCO	J.O	SGOD	SHERYL M. CAMBONGA	J.O
11-THU	LYN ANTONETH TEDERA	ADA-VI	HRMO	JEAN FLOR CESTINA	ADAS-III
12-FRI	MARILOU S. MASANGCAY	J.O	CID	JACKYLEN T. CAMACHO	J.O
15-MON	ROSELLE T. BARTOLOME	ADAS-III	BUDGET	MARK ANTHONY TABO	ADAS-I
16-TUE	ELSIE FAITH TABLATE	COS	LEGAL	ELOISA DV. BORJA	COS
17-WED	JULIE FAYE OBIERNA	J.O	CID	MARILOU S. MASANGCAY	J.O
18-THU	DESSA NHIE M. MATIENZO	J.O	SGOD	JASMINE ANN T. SUMULAT	J.O
19-FRI	ELSIE FAITH TABLATE	COS	LEGAL	JYUMUSHA PANTI	COS
22-MON	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG.	VIRGILLIO MOLINA JR.	ADA-II
23-TUE	JYUMUSHA PANTI	COS	SUPPLY	RONA MEL SUAISO	COS
24-WED	RONA MEL SUAISO	COS	SGOD	DESSA NHIE M. MATIENZO	J.O
25-THU	JACKYLEN T. CAMACHO	J.O	CID	JULIE FAYE OBIERNA	J.O
26-FRI	JOY SUAVISO	COS	SGOD	RONA MEL SUAISO	COS
29-MON	JYUMUSHA PANTI	COS	SUPPLY	ELSIE FAITH TABLATE	COS
30-TUE	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE T. SORIAO	ADA-VI
31-WED	MARILOU S. MASANGCAY	J.O	CID	JACKYLEN T. CAMACHO	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.