



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

**UNNUMBERED MEMORANDUM:**

OSDS-ADMIN-UM-05-29-2023

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

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

DATE : **MAY 29, 2023**

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



Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **June 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	JAKE M.TABLO	ADAS III	SDS	JERAD SUALIBIO	ADA-VI
2-TUE	JERALD SUALIBIO	ADA VI	SDS	JAKE TABLO	ADAS-III
5-MON	SHERYL M. CAMBONGA	J.O	SGOD	JHON STEVE TEJERERO	J.O
6-TUE	FRANKY PADILLA	COS	BUDGET	MARK ANTHONY TABO	ADAS-I
7-WED	DAVIELYN PHAMAE R. TEVES	J.O	HRMO	EULA BENAVIDEZ	J.O
8-THU	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE T. SORIAO	ADA-VI
9-FRI	JOVEN MATIENZO	J.O	CID	MARILOU S. MASANGCAY	J.O
12	<b>HOLIDAY</b>				
13-TUE	JHON STEVE TEJERERO	J.O	SGOD	SHERYL CAMBONGA	J.O
14-WED	FRANKY PADILLA	COS	BUDGET	ROSELLE T. BARTOLOME	ADAS-III
15-THU	VIRGILLIO J. MOLINA JR.	ADAS II	ACCTG	CHRISTIAN V. BELCHEZ	ADAS-II
16-FRI	RONA MEL P. SUAISO	COS	SGOD	JOY SUAVISO	COS
19-MON	JYUMUSHA PANTI	COS	SUPPLY	MARILOU S. MASANGCAY	J.O
20-TUE	SHELITA G. VALEZA	ADA-I	CID	JACKYLEN T. CAMACHO	J.O
21-WED	JOY SUAVISO	COS	SGOD	RONA MEL P. SUAISO	COS
22-THU	JYUMUSHA H. PANTI	COS	SUPPLY	MARILOU S. MASANGCAY	J.O
23-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
26-MON	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILLIO J. MOLINA JR.	ADAS-II
27-TUE	KRISTINE ARCHIE T. SORIAO	ADA-VI	CASHIER	ELOISA BORJA	COS
28-WED	JACKYLEN T. CAMACHO	J.O	CID	SHELITA G. VALEZA	ADA-I
29-THU	JADE T. CONCEPCION	ADA-VI	ADMIN	FRANCES JOANNAH IBAYAN	J.O
30-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	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.

