


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

**UNNUMBERED MEMORANDUM:**

OSDS-ADMIN-UM-09-25-2023

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

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

DATE : **September 25, 2023**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **October 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<br>(7:30-11:00 am<br>12:00-5:00 pm) | POSITION | SECTION<br>/UNIT | NAME<br>(11:30am-12:00 pm) | POSITION |
|--------|--|----------|------------------|----------------------------|----------|
| 2-MON  | MA. LALAINA ALVANIZA                     | ASDS     | J.O              | ALEXA MAY. B ABUNDO        | ADA-VI   |
| 3-TUE  | ELOISA DV. BORJA                         | CASHIER  | COS              | KRISTINE ARCHIE SORIAO     | ADA-VI   |
| 4-WED  | SANDRINE TABUZO                          | CID      | COS              | MAY ANN S. SAPAULA         | J.O      |
| 5-THU  | JERALD SUALIBIO                          | SDS      | ADA-VI           | JAKE M. TABLO              | ADAS-III |
| 6-FRI  | RUEL M. MOLOD                            | SUPPLY   | COS              | ELSIE FAITH V. TABLATE     | COS      |
| 9-MON  | DESSA NHIE M. MATIENZO                   | SGOD     | J.O              | RONA MEL P. SUAISO         | COS      |
| 10-TUE | CHRISTIAN BELCHEZ                        | ACCTG    | ADAS-II          | VIRGILLO MOLINA JR.        | ADAS-II  |
| 11-WED | ELSIE FAITH V. TABLATE                   | LEGAL    | COS              | JADE T. CONCEPCION         | ADA-VI   |
| 12-THU | SHELITA G. VALEZA                        | CID      | ADA-I            | JACKYLEN T. CAMACHO        | J.O      |
| 13-FRI | ANDRELIE T. LUMBAO                       | SGOD     | J.O              | DESSA NHIE M. MATIENZO     | J.O      |
| 16-MON | DAVIELYN PHAMAE R. TEVES                 | HRMO     | J.O              | PAMELA JOY R. ARCILLA      | COS      |
| 17-TUE | JADE T. CONCEPCION                       | ADMIN    | ADA-VI           | ELSIE FAITH V. TABLATE     | COS      |
| 18-WED | FRANKY PADILLA                           | BUDGET   | COS              | MARK TABO                  | ADAS-I   |
| 19-THU | JACKYLEN T. CAMACHO                      | CID      | J.O              | SANDRINE TABUZO            | J.O      |
| 20-FRI | JOY SUAVISIO                             | SGOD     | COS              | JOHN STEVE T. TEJERERO     | J.O      |
| 23-MON | DASIREE TOLLEDO                          | SDS      | COS              | JAKE M. TABLO              | ADAS-III |
| 24-TUE | ALEXA MAY B. ABUNDO                      | ASDS     | ADA-VI           | MA. LALAINA ALVANIZA       | J.O      |
| 25-WED | VIRGILLO MOLINA JR.                      | ACCTG    | ADAS-II          | CHRISTIAN BELCHEZ          | ADAS-II  |
| 26-THU | JADE T. CONCEPCION                       | ADMIN    | ADA-VI           | ELSIE FAITH TABLATE        | COS      |
| 27-FRI | RONA MEL P. SUAISO                       | SGOD     | COS              | SHERYL CAMBONGA            | J.O      |
| 30-MON | RUEL M. MOLOD                            | SUPPLY   | COS              | JADE T. CONCEPCION         | ADA-VI   |
| 31-TUE | MAY ANN S. SAPAULA                       | CID      | J.O              | JENELYN T. LAID            | ADA-VI   |

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.

