



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

UNNUMBERED MEMORANDUM:

OSDS-ADMIN-UM-11-20-2023

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

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

DATE : **NOVEMBER 20, 2023**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **December 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	PAUL RONALD G. POSADA	J.O	RECORDS	FRANCES JOANNAH V. IBAYAN	J.O
4-MON	MA. LALAINA ALVANIZA	J.O	ASDS	ALEXA MAY ABUNDO	ADA-VI
5-TUE	ELSIE FAITH TABLATE	COS	LEGAL	JOVANNI VARGAS	J.O
6-WED	DAVIELYN PHAMAE TEVES	J.O	HRMO	PRINCESS ANN DELOS SANTOS	J.O
7-THU	FRANCES JOANNAH V. IBAYAN	J.O	RECORDS	IRIS MAE UBALDE	J.O
11-MON	DESSA NHIE MATIENZO	J.O	SGOD	ANDRELIE T. LUMBAO	COS
12-TUE	MAY ANN SAPAULA	J.O	CID	JENELYN T. LAID	ADA-VI
13-WED	DASIREE TOLLEDO	COS	SDS	JAKE M. TABLO	ADAS-III
14-THU	VIRGILLIO MOLINA JR.	ADAS II	ACCTG	CHRISTIAN BELCHEZ	ADAS-II
15-FRI	JHON STEVE TEJERERO	J.O	SGOD	SHERYLN CAMBONGA	J.O
18-MON	JACKYLEN T. CAMACHO	J.O	CID	SHELITA G. VALEZA	ADA-I
19-TUE	FRANKY PADILLA	COS	BUDGET	MARK TABO	ADAS-I
20-WED	SHERYL CAMBONGA	J.O	SGOD	JHON STEVE TEJERERO	J.O
21-THU	RUEL MOLOD	COS	SUPPLY	JERALD SUALIBIO	ADA-VI
22-FRI	RONA MEL SUAISO	COS	SGOD	SHERYL CAMBONGA	J.O
28-TUE	ELOISA DV. BORJA	COS	CASHIER	JADE CONCEPCION	ADA-VI
29-WED	HANELEN PADILLA	COS	CID	SANDRINE TABUZO	COS
30-THU	JOY SUAVISO	COS	SGOD	DESSA NHIE MATIENZO	J.O

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.



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