



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

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-03-03-2023

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

FROM : SUSAN S. COLLANO
 Schools Division Superintendent

DATE : MARCH 23, 2023

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **March 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
3-MON	EVANELL RHEY M. SORRERA	J.O	ASDS Office	MARIA ELIZA ICARANOM	J.O
4-TUE	JASMINE ANN T. SUMULAT	J.O	SGOD	DESSA NHIE M. MATIENZO	J.O
5-WED	JOVEN MATIENZO	COS	CID	RODERICK T. BALANE	ADA-I
6-THU	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
7-FRI	JIYUMUSHA H. PANTI	COS	SUPPLY	MAUREEN G. GIL	ADA-I
10-MON	MARY JOANNE I. AQUINO	ADA-I	HRMO	MIYA MARIE VICENTE	ADA-I
11-TUE	DESSA NHIE M. MATIENZO	J.O	SGOD	TABOR PAMELA JANE	J.O
12-WED	MA. FILIPNAS GARNICA	ADA-I	BUDGET	ROSSELE T. BARTOLOME	ADAS-III
13-THU	JULIE FAYE OBIERNA	J.O	CID	JENELYN T. LAID	ADA-VI
14-FRI	MA. ELIZA ICARANOM	J.O	ASDS Office	EVANELL RHEY M. SORRERA	J.O
17-MON	JERALD SUALIBIO	ADA-VI	SDS Office	JAKE TABLO	ADAS-III
18-TUE	MARK ANTHONY ALVAREZ	ADA-I	SUPPLY	JIYUMUSHA PANTI	COS
19-WED	JULIUS CORONEJO	ADA-I	SGOD	RONA MEL P. SUAISO	COS
20-THU	JOHN BRYAN C. LAGUDA	ADA-I	ICT	JERALD SUALIBIO	ADA-VI
21-FRI					
24-MON	SHELITA G. VALEZA	ADA-I	CID	JACKYLEN T. CAMACHO	J.O
25-TUE	JAKE M. TABLO	ADAS-III	SDS Office	EVANELL RHEY M. SORRERA	J.O
26-WED	MAUREEN G. GIL	ADA-I	ADMIIIN	JADE T. CONCEPCION	ADA-VI
27-THU	ELOISA BORJA	COS	CASHIER	ELSIE FAITH TABLATE	COS
28-FRI	DAVE TANTIADO	ADA-I	SGOD	JOY SUAIVISO	COS

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.