

UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-10-20-2023

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

FROM : *[Signature]*
SOCORRO V. DELA ROSA
Schools Division Superintendent

DATE : OCTOBER 20, 2023

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **November 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
3-FRI	PAUL RONALD G. POSADAS	J.O	RECORDS	IRIS MAE UBALDE	J.O
6-MON	RONA MEL P. SUIASO	COS	SGOD	JOY SUAVISO	COS
7-TUE	HANELEN PADILLA	COS	CID	SANDRINE TABUZO	COS
8-WED	ELOISA DV. BORJA	COS	CASHIER	ELSIE FAITH V. TABLATE	COS
9-THU	JADE T. CONCEPCION	ADA-VI	ADMIN	RUEL MOLOD	COS
10-FRI	FRANKY PADILLA	COS	BUDGET	ROSELLE BARTOLOME	ADAS-III
13-MON	DESSA NHIE MATIENZO	J.O	SGOD	ANDRELIE T. LUMBAO	J.O
14-TUE	DAVIELYN PHAMAE TEVES	J.O	HRMO	PAMELA JOY ARCILLA	COS
15-WED	JACKYLEN T. CAMACHO	J.O	CID	HANELEN PADILLA	COS
16-THU	DASIREE TOLLEDO	COS	SDS	JERALD A. SUALIBIO	ADA VI
17-FRI	ELSIE FAITH V. TABLATE	COS	LEGAL	JAVANNIE B. VARGAS	J.O
20-MON	CHRISTIAN BELCHEZ	ADAS-II	ACCTG	VIRGILLO MOLINA JR.	ADAS-II
21-TUE	SANDRINE TABUZO	COS	CID	SHELITA G. VALEZA	ADA-I
22-WED	JOY SUAVISO	COS	SGOD	ANDRELIE T. LUMBAO	J.O
23-THU	MA. LALAINE ALVANIZA	J.O	ASDS	ALEXA MAY ABUNDO	ADA-VI
24-FRI	RUEL M. MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
27-MON	SHERYL M. CAMBONGA	J.O	SGOD	JHON STEVE TEJERERO	J.O
28-TUE	FRANCES JOANNAH IBAYAN	J.O	RECORDS	IRIS MAE UBALDE	J.O
29-WED	MAY ANN SAPAULA	J.O	CID	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.

NY BTI - DM-PU