


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

DEPARTMENT OF EDUCATION - REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES
 RECORDS SECTION
RELEASED
 BY: *[Signature]*
 DATE: 09 DEC 2022 TIME: 09

UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-12-27-2022

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

FROM : **SUSAN S. COLLANO**
 Schools Division Superintendent

DATE : **DECEMBER 27, 2022**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **January 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	MILLIAN APRHYL C. CABRERA	ADA-VI	PERSONNEL	LYN ANTONETH C. TEDERA	ADA-VI
4	JEKYLL KERR G. BONAVENTE	ADA-I	SGOD	JULIUS S. CORONEJO	ADA-I
5	KRISTINE ARCHIE T. SORIAO	ADA-VI	CASHIER	ELOISA DV. BORJA	COS
6	ROSELLE T. BARTOLOME	ADAS-III	BUDGET	MA. FILIPINAS GARNICA	COS
9	JERALD SUALIBIO	ADA-VI	OSDS	JAKE M. TABLO	ADAS-III
10	ALEXA MAY ABUNDO	ADA-VI	ASDS	JADE T. CONCEPCION	ADA-VI
11	RODERICK T. BALANE	ADA-I	CID	JOVEN MATIENZO	COS
12	JOHN BRYAN C. LAGUDA	ADA-I	ICT	NORVIN C. BONIFACIO	COS
13	JULIUS S. CORONEJO	ADA-I	SGOD	DAVE TANTIADO	ADA-I
16	HAZEL S. BELMONTE	COS	PERSONNEL	MIA MARIE D. VICENTE	ADA-I
17	CHAEREMON L. TAYAMORA	Teacher-I (detailed)	RECORDS	ALYSSA JOY A. BAGADIONG	ADA-VI
18	VIRGILIO J. MOLINA JR.	ADAS-II	ACCTG	CHRISTIAN V. BELCHEZ	ADAS-II
19	MAUREEN GIL	ADA-I	ADMIN	ELSIE FAITH V. TABLATE	COS
20	SHELITA G. VALEZA	ADA-I	CID	JENELYN T. LAID	ADA-VI
23	JULIUS S. CORONEJO	ADA-I	SGOD	JEKYLL KERR G. BONAVENTE	ADA-I
24	NORVIN C. BONIFACIO	COS	ICT	JOHN BRYAN C. LAGUDA	ADA-I
25	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
26	JACKYLEN T. CAMACHO	JO	CID	JENELYN T. LAID	ADA-VI
27	JYUMUSHA H. PANTI	COS	SUPPLY	MAUREEN GIL	ADA-I
30	JAKE M. TABLO	ADAS-III	OSDS	JERALD SUALIBIO	ADA-VI
31	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE T. SORIAO	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.