



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

**UNNUMBERED MEMORANDUM:**  
 OSDS-ADMIN-UM-02-26-2024

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

**FROM :** *Socorro V. Dela Rosa*  
 SOCORRO V. DELA ROSA  
 Schools Division Superintendent

**DATE :** FEBRUARY 26, 2024

**SUBJECT :** MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) MARCH, 2024

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **MARCH 2024** 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	CHARENA SORREDA	COS	ASDS	ALEXA MAY ABUNDO	AA-VI
4-MON	DASIREE T. TOLLEDO	COS	SDS	JERALD A. SUALIBIO	AA-VI
5-TUE	GERALD L. CAPISTRANO	COS	COA	JOELY V. JIMENEZ	COS
6-WED	JOELY V. JIMENEZ	COS	RECORDS	GERALD L. CAPISTRANO	COS
7-THU	MAY ANN SAPAULA	J.O	CID	SHELITA G. VALEZA	AA-I
8-FRI	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILLIO J. MOLINO JR.	ADAS-II
11-MON	JADE T. CONCEPCION	AA-VI	ADMIN	RUEL M. MOLOD	COS
12-TUE	JACKYLEN CAMACHO	J.O	CID	SHELITA G. VALEZA	AA-I
13-WED	JOY SUAVISO	COS	SGOD	RONA MEL P. SUAISO	COS
14-THU	ELOISA DV. BORJA	COS	CASHIER	ELSIE FAITH V. TABLATE	COS
15-FRI	EULA M. FUENTEBELLA	COS	SUPPLY	RUEL M. MOLOD	COS
18-MON	RONA MEL P. SUAISO	COS	SGOD	JOY SUAVISO	COS
19-TUE	JAKE M. TABLO	AO-II	SDS	JERALD A. SUALIBIO	AA-VI
20-WED	RUEL M. MOLOD	COS	SUPPLY	EULA M. FUENTEBELLA	COS
21-THU	FRANKY E. PADILLA	COS	ICT	CHRISTINE JOY A. GARCIA	COS
22-FRI	NIMFA R. ARCILLA	ADAS-III	HRMO	ROMA ANGELEE A. SOLEYBAR	AO-II
25-MON	ELSIE FAITH V. TABLATE	COS	LEGAL	ELOISA DV. BORJA	COS
26-TUE	CHRISTINE JOY A. GARCIA	COS	BUDGET	MARK ANTONY TABO	ADAS-I
27-WED	JENELYN T. LAID	AA-VI	CID	MAY ANN SAPAULA	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.



San Roque, Virac, Catanduanes  
 052-8114063  
 catanduanes@deped.gov.ph  
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph