



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

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-02-27-2023

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

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

DATE : **FEBRUARY 27, 2023**

SUBJECT : **MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) MARCH, 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
1-WED	RODERICK T. BALANE	ADA-I	CID	SHELITA G. VALEZA	ADA-I
2-THU	MAUREEN G. GIL	ADA-I	ADMIN	JADE T. CONCEPCION	ADA-VI
3-FRI	RONA MEL P. SUAISO	COS	SGOD	SHERYL M. CAMBONGA	J.O
6-MON	JULLO B. BONO	J.O	RECORDS	IRIS MAE A. UBALDE	J.O
7-TUE	EVANELL RHEY M. SORRERA	J.O	ASDS	MA. ELIZA ICARANOM	J.O
8-WED	JAYSON T. TABIOS	COS	ICT	JOHN BRYAN LAGUDA	ADA-I
9-THU	VIRGILIO J. MOLINA JR.	ADA-II	ACCTG.	JADE T. CONCEPCION	ADA-VI
10-FRI	JEKYLL KERR G. BONAVENTE	ADA-I	SGOD	DAVE TANTIADO	ADA-I
13-MON	JULIE FAYE V. OBIERNA	J.O	CID	JACKYLEN T. CAMACHO	J.O
14-TUE	MARY JOANNE I. AQUINO	ADA-I	HRMO	MIA MARIE VICENTE	ADA-I
15-WED	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
16-THU	JULIUS S. CORONEJO	ADA-I	SGOD	RONA MEL P. SUAISO	COS
17-FRI	FILIPINAS GARNICA	ADA-I	BUDGET	ROSSELE T. BARTOLOME	ADA-III
20-MON	MARK ANTHONY P. ALVAREZ	ADA-I	SUPPLY	JYUMUSHA PANTI	COS
21-TUE	MARK SILVESTRE	ADA-III	ACCTG.	CHRISTIAN V. BELCHEZ	ADA-II
22-WED	JOY SUAVISO	COS	SGOD	DESSA NHIE M. MATIENZO	J.O
23-THU	MILLIAN APRHYL C. CABRERA	ADA-VI	HRMO	LYN ANTONETH TEDERA	ADA-VI
24-FRI	MA. ELIZA ICARANOM	J.O	ASDS	ALEXA MAY ABUNDO	ADA-VI
27-MON	JACKYLEN T. CAMACHO	J.O	CID	JULIE FAYE OBIERNA	J.O
28-TUE	JYUMUSHA H. PANTI	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
29-WED	JENELYN T. LAID	ADA-VI	CID	RODERICK BALANE	ADA-I
28-THU	HAZEL S. BELMONTE	COS	HRMO	MARY JOANNE I. AQUINO	ADA-I
29-FRI	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.

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