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

UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-03-23-2024

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

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

DATE : **April 23, 2024**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **MAY, 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
2-THU	RONA MEL P. SUAISO	COS	SGOD	ELOISA DV. BORJA	COS
3-FRI	JOY SUAVISO	COS	SGOD	SHERYL CAMBONGA	COS
6-MON	ELOISA DV. BORJA	COS	CASHIER	ELSIE FAITH TABLATE	COS
7-TUE	DASIREE TOLLEDO	COS	SDS	JERALD A. SUALIBIO	ADA-VI
8-WED	JOHN LINARD FERRERAS	COS	COA	GERALD L. CAPISTRANO	COS
9-THU	CHARENA SORREDA	COS	ASDS	ALEXA MAY B. ABUNDO	ADA-VI
10-FRI	JACKYLEN CAMACHO	J.O	CID	SANDRINE TABUZO	COS
13-MON	HAZEL BELMONTE	COS	HRMO	JADE T. CONCEPCION	ADA-VI
14-TUE	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	COS
15-WED	FRANKY E. PADILLA	COS	ICT	CHRISTINE JOY GARCIA	COS
16-THU	SANDRINE TABUZO	COS	CID	JACKYLEN CAMACHO	CID
17-FRI	SHERYL CAMBONGA	COS	SGOD	JOY SUAVISO	SGOD
20-MON	CHRISTINE JOY GARCIA	COS	BUDGET	FRANKY E. PADILLA	COS
21-TUE	RONA MEL SUAISO	COS	SGOD	JOY SUAVISO	COS
22-WED	EULA FUENTEBELLA	COS	SUPPLY	RUEL M. MOLOD	COS
23-THU	LORENA CHAVEZ	ADA-I	CID	JENELYN T. LAID	ADA-VI
24-FRI	CHRISTIAN BELCHEZ	ADAS-II	ACCTG	VIRGILLIO MOLINA JR.	
27-MON	MAY ANN SAPAULA	J.O	CID	LORENA CHAVEZ	ADA-I
28-TUE	JERALD SUALIBIO	ADA-VI	SDS	DASIREE TOLLEDO	COS
29-WED	GERALD L. CAPISTRANO	COS	COA	JOHN LINARD FERRERAS	COS
30-THU	VIRGILLIO MOLINA JR.	ADAS-II	ACCTG	CHRISTIAN BELCHEZ	ADAS-II
31-FRI	RUEL M. MOLOD	COS	SUPPLY	EULA FUENTEBELLA	COS

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.

