



Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

**OFFICE MEMORANDUM**  
 UM-11-25-2024

**TO :** SGOD and CID Chiefs and Personnel  
 OSDS Unit Heads and Personnel  
 Contract of Service and Job Order Employees

**FROM :** **CECILE C. FERRO CESO VI**  
 Asst. Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**DATE :** November 25, 2024

**SUBJECT :** **SCHEDULE OF RELIEVER TO THE PUBLIC ASSISTANCE DESK OFFICER FOR THE MONTH OF DECEMBER 2024**

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **DECEMBER 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.
- It is understood that as **Public Assistance Desk Officer**, one is expected to stay at the designated Receptionist Desk from **7:45-11:45 in the morning** and **1:00-5:00 in the afternoon**, to observe the "**NO NOON BREAK**" policy under **Republic Act. 9485**, there will be a **reliever from 11:45am-1:00pm** to continuously provide the necessary assistance to clients.
- It is hereby reiterated that, in case the reliever cannot perform his/her task on the assigned date, due to official business or leave of absence, She/he must notify the Admin. Officer V for Admin Services at least one week before the scheduled date so that necessary replacement and adjustment shall be made.

DATE	NAME	POSITION	SECTION /UNIT
<b>DECEMBER 2024</b>	<b>11:45am-1:00pm</b>		
<b>2- MONDAY</b>	DASIREE T. TOLLEDO	CONTRACT OF SERVICE	CASHIER
<b>3- TUESDAY</b>	JOELY V. JIMENEZ	CONTRACT OF SERVICE	RECORDS
<b>4- WEDNESDAY</b>	FRANKY E. PADILLA	CONTRACT OF SERVICE	ICT
<b>5- THURSDAY</b>	SHERYL CAMBONGA	CONTRACT OF SERVICE	SGOD
<b>6- FRIDAY</b>	LORENA D. CHAVEZ	Administrative Aide I	CID
<b>9- MONDAY</b>	ELSIE FAITH V. TABLATE	CONTRACT OF SERVICE	LEGAL



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<b>10- TUESDAY</b>	EULA FUENTEBELLA	CONTRACT OF SERVICE	SUPPLY
<b>11-WEDNESDAY</b>	SANDRINE A. TABUZO	CONTRACT OF SERVICE	CID
<b>12- THURSDAY</b>	DESSA NHIE M. MATIENZO	CONTRACT OF SERVICE	SGOD
<b>13- FRIDAY</b>	KRIS EJ T. MAGNO	CONTRACT OF SERVICE	HRMO
<b>16- MONDAY</b>	SALVE ERICA PEREZ	JOB ORDER	ACCTG
<b>17- TUESDAY</b>	CHRISTINE JOY A. GARCIA	CONTRACT OF SERVICE	BUDGET
<b>18-WEDNESDAY</b>	JOY SUAVISO	CONTRACT OF SERVICE	SGOD
<b>19- THURSDAY</b>	MARIA LALAINA ALVANIZA	JOB ORDER	CID
<b>20- FRIDAY</b>	EMMANUEL SOMIDO JR. II	CONTRACT OF SERVICE	COA
<b>23- MONDAY</b>	RUEL T. MOLOD	CONTRACT OF SERVICE	SUPPLY
<b>24- TUESDAY</b>	JANETTE T. DELA ROSA	CONTRACT OF SERVICE	RECORDS
<b>25-CHRISTMAS DAY</b>			
<b>26-THURSDAY</b>	CHARENA SORREDA	CONTRACT OF SERVICE	SDS
<b>27- FRIDAY</b>	GERALD L. CAPISTRANO	CONTRACT OF SERVICE	COA
<b>30-RIZAL DAY</b>			
<b>31-TUESDAY</b>	RUEL T. MOLOD	CONTRACT OF SERVICE	SUPPLY



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