



DepEd Division Office of Catanduanes
RECORDS SECTION

RELEASED

BY: CSA No: 033

DATE: 20 FEB 2025 TIME: 4:21

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

20 Feb 2025

OFFICE MEMORANDUM
No. 033 s. 2025

To: OIC-Assistant Schools Division Superintendent
SGOD and CID Chiefs and Personnel
OSDS Unit Heads and Personnel
Contract of Service and Job Order Employees
All Others Concerned

**SCHEDULE OF RELIEVER TO THE PUBLIC ASSISTANCE
DESK OFFICER FOR THE MONTH OF MARCH 2025**

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **MARCH 2025** 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
MARCH 2025	11:45am-1:00pm		
3- MON	JANETTE A. DELA ROSA	Contract of Service	RECORDS
4-TUE	JACKYLEN T. CAMACHO	Job Order	CID
5-WED	DASIREE T. TOLLEDO	Contract of Service	CASHIER
6- THU	CHRISTINE JOY A. GARCIA	Contract of Service	BUDGET
7- FRI	SHERYL M. CAMBONGA	Contract of Service	SGOD
10- MON	JOELY V. JIMENEZ	Contract of Service	RECORDS
11-TUE	MAY ANN SAPAULA	Job Order	CID
12-WED	RONA MEL P. SUAISO	Contract of Service	ACCTG.
13-THU	CHARENA SORREDA	Contract of Service	SDS
14-FRI	JOY SUAVISIO	Contract of Service	SGOD
17- MON	ELSIE FAITH V. TABLATE	Contract of Service	LEGAL
18-TUE	VIC ADOLF T. ALMONTE	Contract of Service	ASDS
19-WED	EMMANUEL SOMIDO JR	Contract of Service	COA
20-THU	SANDRINE TABUZO	Contract of Service	CID
21-FRI	LENETTE SOLEDAD	Contract of Service	HRMO



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24-MON	ANDRELIE LUMBAO	Contract of Service	SGOD
25-TUE	FRANDELF SANCHEZ	Contract of Service	ICT
26-WED	EULA FUENTEHELLE	Contract of Service	SUPPLY
27-THU	GERALD L. CAPISTRANO.	Contract of Service	COA
28-FRI	DESSA NHIE MATIENZO	Contract of Service	SGOD
31-MON	RUEL T. MOLOD	Contract of Service	BAC

4. For information, guidance and strict compliance.

By Authority of the OIC- Schools Division Superintendent

DELFIN A. BONDAD
Public Schools District Supervisor
OIC-Assistant Schools Division Superintendent
Officer-in-Charge



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