

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

26 March 2025

OFFICE MEMORANDUM

No. 048 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 APRIL 2025**

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **APRIL 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 APRIL 2025	NAME 11:45am-1:00pm	POSITION	SECTION /UNIT
1-TUE	CHARENA SORREDA	Contract of Service	SDS
2-WED	VIC ADOLF STEPHEN ALMONTE	Contract of Service	ASDS
3-THU	SANDRINE TABUZO	Contract of Service	CID
4-FRI	EMMANUEL SOMIDO JR II	Contract of Service	COA
7-MOIN	JOELY JIMENEZ	Contract of Service	RECORDS
8-TUE	JOY SUAVISO	Contract of Service	SGOD
9-HOLIDAY			
10-THU	CHRISTINE JOY GARCIA	Contract of Service	BUDGET
11-FRI	EULA FUENTEBELLA	Contract of Service	SUPPLY
14-MON	JANETTE A. DELA ROSA	Contract of Service	RECORDS
15-TUE	DASIREE TOLLEDO	Contract of Service	CASHIER
16-WED	ANDRELIE T. LUMBAO	Contract of Service	SGOD
17-THU	HOLY THURSDAY		
18-FRI	HOLY FRIDAY		



San Roque, Virao, Catanduanes

052-8114063

catanduanes@deped.gov.ph

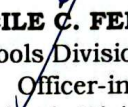
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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

21-MON	RUEL MOLOD	Contract of Service	BAC
22-TUE	SHERYL CAMBONGA	Contract of Service	SGOD
23-WED	ELSIE FAITH V. TABLATE	Contract of Service	LEGAL
24-THU	KRIS EJ MAGNO	Contract of Service	HRMO
25-FRI	GERALD CAPISTRANO	Contract of Service	COA
28-MON	MAY ANN SAPAULA	Job Order	CID
29-TUE	FRANDEL F SANCHEZ	Contract of Service	ICT
30-WED	DESSA NHIE MATIENZO	Contract of Service	SGOD

4. For information, guidance and strict compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent