



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

OFFICE MEMORANDUM
 UM-09-02-2024

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 : September 2, 2024

SUBJECT : SCHEDULE OF RELIEVER TO THE PUBLIC ASSISTANCE DESK
 OFFICER FOR THE MONTH OF SEPTEMBER, 2024

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **SEPTEMBER 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 SEPTEMBER 2024	NAME 11:45am-1:00pm	POSITION	SECTION /UNIT
2-MONDAY	JADE T. CONCEPCION	Administrative Aide VI	Admin
3-TUESDAY	GERALD L. CAPISTRANO	Contract of Service	COA
4-WEDNESDAY	JOELY JIMENEZ	Contract of Service	RECORDS
5-THURSDAY	SANDRINE TABUZO	Contract of Service	CID
6-FRIDAY	JOY SUAVISO	Contract of Service	SGOD
9-MONDAY	JERALD SUALIBIO	Administrative Aide VI	ASDS





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10-TUESDAY	EULA FUENTEBELLA	Contract of Service	SUPPLY
11-WEDNESDAY	FRANKY E. PADILLA	Contract of Service	ICT
12-THURSDAY	LEMUEL VARGAS	Contract of Service	COA
13-FRIDAY	ELSIE FAITH TABLATE	Contract of Service	LEGAL
16-MONDAY	PRINCESS A. DELA TORRE	Contract of Service	HRMO
17-TUESDAY	RAQUEL S. TUMALA	Administrative Assistant III	ACCTG
18-WEDNESDAY	SHERYL CAMBONGA	Contract of Service	SGOD
19-THURSDAY	MAY ANN SAPAULA	Job Order	CID
20-FRIDAY	CHRISTINE JOY GARCIA	Contract of Service	BUDGET
23-MONDAY	RONA MEL SUAISO	Contract of Service	SGOD
24-TUESDAY	JACKYLEN T. CAMACHO	Job Order	CID
25-WEDNESDAY	EMMANUEL T. SOMIDO JR.	Contract of Service	COA
26-THURSDAY	CHARENA SOREDA	Contract of Service	SDS
27-FRIDAY	RONA MEL SUAISO	Contract of Service	SGOD
30-MON	EULA FUENTEBELLA	Contract of Service	SUPPLY

4. For information, guidance and strict compliance.