



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

OFFICE MEMORANDUM
 UM-10-29-2024

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 : October 29, 2024

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

- Hereunder is the schedule of assignment as **reliever to the Public Assistance Desk Officer** for the month of **NOVEMBER 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 |
|----------------------|-----------------------|---------------------|---------------|
| NOVEMBER 2024 | 11:45am-1:00pm | | |
| 4- MONDAY | EULA FUENTEBELLA | Contract of Service | SUPPLY |
| 5- TUESDAY | GERALD L. CAPISTRANO | Contract of Service | COA |
| 6- WEDNESDAY | FRANKY E. PADILLA | Contract of Service | ICT |
| 7- THURSDAY | SHERYL CAMBONGA | Contract of Service | SGOD |
| 8- FRIDAY | JACKYLEN CAMACHO | Job Order | CID |
| 11- MONDAY | JANETTE T. DELA ROSA | Contract of Service | RECORDS |



San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovecatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

| | | | |
|---------------------|-------------------------|---------------------|---------|
| 12- TUESDAY | CHRISTINE JOY A. GARCIA | Contract of Service | BUDGET |
| 13-WEDNESDAY | JOY SUAVISO | Contract of Service | SGOD |
| 14-THURSDAY | ANDREA TALLA | Contract of Service | HRMO |
| 15-FRIDAY | SANDRINE A. TABUZO | Contract of Service | CID |
| 18- MONDAY | JOELY V. JIMENEZ | Contract of Service | RECORDS |
| 19- TUESDAY | DESSA NHIE M. MATIENZO | Contract of Service | SGOD |
| 20-WEDNESDAY | EMMANUEL SOMIDO JR. II | Contract of Service | COA |
| 21- THURSDAY | EULA FUENTEBELLA | Contract of Service | SUPPLY |
| 22- FRIDAY | CHARENA SORREDA | Contract of Service | SDS |
| 25-MONDAY | LEMUEL VARGAS | Contract of Service | COA |
| 26-TUESDAY | RUEL T. MOLOD | Contract of Service | SUPPLY |
| 27-WEDNESDAY | MARIA LALAINA ALVANIZA | Job Order | CID |
| 28-THURSDAY | JASMIN SOLO | Job Order | SGOD |
| 29- FRIDAY | DASIREE TOLLEDO | Contract of Service | CASHIER |

4. For information, guidance and strict compliance.



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

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