



UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-03-22-2024

TO : **Section/Unit Heads**
All Employees of the Division Office

FROM : **SOCORRO V. DELA ROSA**
Schools Division Superintendent

DATE : **MARCH 22, 2024**

SUBJECT : **MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) APRIL, 2024**

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **APRIL, 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.

DATE	NAME (7:30-11:00 am 12:00-5:00 pm)	POSITION	SECTION /UNIT	NAME (11:30am-12:00 pm)	POSITION
1-MON	SANDRINE A. TABUZO	COS	CID	MAY ANN SAPAULA	J.O
2-TUE	ELOISA DV. BORJA	COS	CASHIER	ELSIE FAITH V. TABLATE	COS
3-WED	SHERYL M. CAMBONGA	COS	SGOD	JOY SUAVISO	COS
4-THU	JOELY V. JIMENEZ	COS	RECORDS	GERALD L. CAPISTRANO	COS
5-FRI	CHARENA SORREDA	COS	ASDS	ALEXA MAY B. ABUNDO	ADA-VI
8-MON	JADE T. CONCEPCION	ADA-VI	ADMIN	RONA MEL P. SUAISO	COS
10-WED	DASIRRE T. TOLLEDO	COS	SDS	JERALD A. SUALIBIO	ADA-VI
11-THU	MAY ANN SAPAULA	J.O	CID	JENELYN L. DEL BARRIO	ADA-VI
12-FRI	JOY SUAVISO	COS	SGOD	SHERYL M. CAMBONGA	COS
15-MON	GERALD L. CAPISTRANO	COS	COA	JOELY V. JIMENEZ	COS
16-TUE	JEAN FLOR Q. CESTINA	ADAS-III	HRMO	ROMA ANGELEE A. SOLEYBAR	AO-II
17-WED	FRANKY E. PADILLA	COS	ICT	CHRISTINE JOY A. GARCIA	COS
18-THU	RONA MEL P. SUAISO	COS	SGOD	JADE T. CONCEPCION	ADA-VI
19-FRI	RUEL M. MOLOD	COS	SUPPLY	EULA M. FUENTEBELLA	COS
22-MON	JACKYLEN CAMACHO	J.O	CID	SANDRINE A. TABUZO	COS
23-TUE	EULA M. FUENTEBELLA	COS	SUPPLY	RUEL M. MOLOD	COS
24-WED	ELSIE FAITH V. TABLATE	COS	LEGAL	ELOISA DV. BORJA	COS
25-THU	VIRIGILIO J. MOLINA JR.	ADAS-II	ACCTG	CHRISTIAN B. BECHEZ	ADAS-II
26-FRI	JERALD A. SUALIBIO	ADA-VI	SDS	DASIREE T. TOLLEDO	COS
29-MON	JOHN STEVE TEJERRERO	J.O	SGOD	RONA MEL P. SUAISO	COS
30-TUE	CHRISTINE JOY A. GARCIA	COS	BUDGET	ROSELLE T. BARTOLOME	ADAS-III

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **7:30-11:00 in the morning and 11:30-5:00 in the afternoon. In accordance to "NO NOON BREAK" policy under Republic Act. 9485 the replacement from 11:30-12:00pm will take charge to continuously answer the queries of the clients and provide them the necessary assistance.**

It is hereby reiterated that, in case the Officer of the Day cannot perform his/her task in the assigned date, please notify the Personnel Section/Admin. Officer V at least one week before the scheduled date so that necessary replacement and adjustment shall be made.

For information, guidance and strict compliance.