



Republic of the Philippines
 Department of Education
 Region V - Bicol
 SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-07-20-2023

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

FROM : *[Signature]*
 SOCORRO V. DELA ROSA
 Schools Division Superintendent

DATE : JULY 20, 2023

SUBJECT : MONTHLY SCHEDULE OF ASSIGNMENT AS PUBLIC ASSISTANCE OFFICER (OFFICER OF THE DAY) AUGUST, 2023

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **August 2023** 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-12:30 pm)	POSITION
1-TUE	SHERYL M. CAMBONGA	J.O	SGOD	DESSA NHIE M. MATIENZO	J.O
2-WED	MA. LALAINA M. ALVANIZA	J.O	ASDS	ALEXA MAY ABUNDO	ADA-VI
3-THU	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE M. SORIAO	ADA-VI
4-FRI	RUEL M. MOLOD	COS	SUPPLY	JADE T. CONCEPCION	ADA-VI
7-MON	SHELITA G. VALEZA	ADA-I	CID	JOVEN MATIENZO	J.O
8-TUE	JHON STEVE TEJERERO	J.O	SGOD	RONA MEL P. SUAISO	COS
9-WED	JACKYLEN T. CAMACHO	J.O	CID	JENELYN T. LAID	ADA-VI
10-THU	JERALD SUALIBIO	ADA-VI	SDS	MA. LALAINA M. ALVANIZA	J.O
11-FRI	FRANKY PADILLA	COS	BUDGET	MARK TABO	ADAS-I
14-MON	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
15-TUE	ANDRELIE T. LUMBAO	COS	SGOD	JOY SUAVISO	COS
16-WED	JAKE M. TABLO	ADAS-III	SDS	ALEXA MAY ABUNDO	ADA-VI
17-THU	RUEL M. MOLOD	COS	SUPPLY	FRANKY PADILLA	COS
18-FRI	RONA MEL P. SUAISO	COS	SGOD	DESSA NHIE M. MATIENZO	J.O
21-MON	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
22-TUE	JOVEN MATIENZO	J.O	CID	RUEL M. MOLOD	COS
23-WED	JOY SUAVISO	COS	SGOD	RONA MEL P. SUAISO	COS
24-THU	DAVIELYN PHAMAE R. TEVES	J.O	HRMO	SUZETTE N. MOLINA	J.O
25-FRI	SHERYL M. CAMBONGA	J.O	SGOD	ANDRELIE T. LUMBAO	COS
29-TUE	KRISTINE ARCHIE T. SORIAO	ADA-VI	CASHIER	ELOISA DV. BORJA	COS
30-WED	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILLIO J. MOLINA JR.	ADAS-II
31-THU	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI

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 11:30am-12:30pm** 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.