



UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-06-20-2024

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

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

DATE : June 20, 2024

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **July 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 (7:30-11:30 am)	POSITION	SECTION /UNIT	NAME (11:30am-5:00 pm)	POSITION
1-MON	GERALD L. CAPISTRANO	COS	COA	LEMUEL V.VARGAS	COS
2-TUE	SANDRINE A. TABUZO	COS	CID	MAY ANN SAPAULA	JO
3-WED	RUEL M. MOLOD	COS	SUPPY	EULA M. FUENTEBELLA	COS
4-THU	ELOISA DV. BORJA	COS	CASHIER/SGOD	RONA MEL P. SUAISO	COS
5-FRI	SHERYL M. CAMBONGA	COS	SGOD/LEGAL	ELSIE FAITH V. TABLATE	COS
8-MON	CHARENA SOREDA	COS	ASDS/SDS	DASIREE T. TOLLERO	COS
9-TUE	RONA MEL P. SUAISO	COS	SGOD/CASHIER	ELOISA DV. BORJA	COS
10-WED	FRANKY E. PADILLA	COS	ICT/BUDGET	CHRISTINE JOY A. VARGAS	COS
11-THU	MAY ANN SAPAULA	COS	CID	JACKYLEN CAMACHO	JO
12-FRI	SHEENA CAMILLE T. SALAMEÑA	COS	HRMO	CHLOE LEEN TABUZO	COS
15-MON	JOY SUAVISO	COS	SGOD	NOVY PONTAÑALES	JO
16-TUE	IRIS MAE A. UBALDE	COS	RECORDS	JOELY V. JIMENEZ	COS
17-WED	EULA M. FUENTEBELLA	COS	SUPPLY	RUEL M. MOLOD	COS
18-THU	ELSIE FAITH V. TABLATE	COS	LEGAL/SGOD	SHERYL M. CAMBONGA	COS
19-FRI	CHRISTINE JOY A. VARGAS	COS	BUDGET/ICT	FRANKY E. PADILLA	COS
22-MON	LORENA A. CHAVEZ	ADA-I	CID	JENELYN L. DEL BARRIO	ADA-VI
23-TUE	CHRISTINE JOY A. VARGAS	COS	BUDGET/CASHIER	ELOISA DV. BORJA	COS
24-WED	JADE T. CONCEPCION	ADA-VI	ADMIN/CID	SANDRINE A. TABUZO	COS
25-THU	LEMUEL V.VARGAS	COS	COA	EMMANUEL T. SOMIDO JR.	COS
26-FRI	NOVY PONTAÑALES	JO	SGOD	JOY SUAVISO	COS
29-MON	CHRISTIAN V. BELCHEZ	ADAS-II	ACCTG	VIRGILLIO J. MOLINA JR.	ADAS-II
30-TUE	JACKYLEN CAMACHO	COS	CID	LORENA CHAVEZ	ADA-VI
31-WED	DASIREE T. TOLLEDO	COS	SDS	CHARENA SORREDA	COS

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **7:30-11:30 in the morning and 11:30-5:00 in the afternoon**, please observe the **"NO NOON BREAK" policy under Republic Act. 9485**, 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.