



UNNUMBERED MEMORANDUM:
OSDS-ADMIN-UM-07-19-2024

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

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

DATE : **JULY 19, 2024**

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **August 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)	POSITION	SECTION /UNIT	NAME (11:30am-12:00 pm)	POSITION
1-THU	DASIREE T. TOLLEDO	COS	SDS	JERALD A. SUALIBIO	ADA-VI
2-FRI	MAY ANN SAPAULA	J.O	CID	JENELYN L. DEL BARRIO	ADA-VI
5-MON	SHERYL CAMBONGA	COS	SGOD/LEGAL	ELSIE FAITH V. TABLATE	COS
6-TUE	GERALD L. CAPISTRANO	COS	COA	EMMANUEL T. SOMIDO JR.	COS
7-WED	FRANKY E. PADILLA	COS	ICT	CHRISTINE JOY A. GARCIA	COS
8-THU	VIC ADOLF ALMONTE	COS	HRMO	PRINCESS A. DELA TORRE	J.O
9-FRI	MARIA ELAINE MAGTANGOB	J.O	SGOD	JOY SUAVISO	COS
12-MON	RUEL M. MOLOD	COS	SUPPLY	EULA M. FUENTEBELLA	COS
13-TUE	DASIREE T. TOLLEDO	COS	SDS	CHARENA SOREDA	COS
14-WED	SANDRINE A. TABUZO	COS	CID	MAY ANN SAPAULA	COS
15-THU	LEMUEL V. VARGAS	COS	COA	EMMANUEL T. SOMIDO JR.	COS
16-FRI	JOY SUAVISO	COS	SGOD	NOVY PONTAÑALES	J.O
19-MON	JACKYLEN CAMACHO	J.O	CID	SANDRINE A. TABUZO	COS
20-TUE	CHRISTINE JOY A. GARCIA	COS	BUDGET	FRANKY E. PADILLA	COS
21-WED	EMMANUEL T. SOMIDO JR.	COS	COA	GERALD L. CAPISTRANO	COS
22-THU	ELSIE FAITH V. TABLATE	COS	LEGAL/SGOD	SHERYL CAMBONGA	COS
23-FRI	CHARENA SOREDA	COS	ASDS	DASIREE T. TOLLEDO	COS
27-TUE	NOVY PONTAÑALES	J.O	SGOD	MARIA ELAINE MAGTANGOB	J.O
28-WED	MARK SILVESTRE	ADAS-III	ACCTG	RUEL BALANE	ADAS-III
29-THU	LORENA CHAVEZ	COS	CID	JACKYLEN CAMACHO	J.O
30-FRI	RUEL MOLOD	COS	SUPPLY	EULA FUENTEBELLA	COS

It is understood that as Officer of the Day, one is expected to stay at the designated Public Assistance Desk from **7:30-11:00 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.