



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

UNNUMBERED MEMORANDUM:
 OSDS-ADMIN-UM-01-22-2024

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

By Authority of the Schools Division Superintendent

FROM : *shulit*
ATTY. NORLITO JR. P. AGUNDAY
 Legal Officer III
 Officer-in-Charge

DATE : January 22, 2024

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

Hereunder is the monthly schedule of assignment as **Public Assistance Officer (Officer of the Day)** for the month of **February 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-THU	ELOISA DV. BORJA	COS	CASHIER	KRISTINE ARCHIE SORIAO	ADA-VI
2-FRI	DASIREE TOLLEDO	COS	SDS	JERALD SUALIBIO	ADA-VI
5-MON	JOY SUAVISO	COS	SGOD	SHELITA G. VALEZA	ADA-I
6-TUE	JADE T. CONCEPCION	ADA-VI	ADMIN	RUEL MOLOD	COS
7-WED	ROSELLE T. BARTOLOME	ADAS-III	BUDGET	CHRISTINE JOY A. GARCIA	COS
8-THU	MAY ANN SAPAULA	J.O	CID	JENELYN T. LAID	ADA-VI
12-MON	RONA MEL P. SUAISO	COS	SGOD	JOY SUAVISO	COS
13-TUE	JAKE TABLO	ADAS-III	SDS	DASIREE TOLLEDO	COS
14-WED	SHELITA G. VALEZA	ADA-I	CID	JACKYLEN CAMACHO	J.O
15-THU	JESSICA TALION	ADAS-III	HRMO	JEAN FLOR CESTINA	ADAS-III
16-FRI	EULLA FUENTEBELLA	COS	SUPPLY	RUEL M. MOLOD	COS
19-MON	FRANKY E. PADILLA	COS	ICT	EULLA FUENTEBELLA	COS
20-TUE	JACKYLEN CAMACHO	J.O	CID	SHELITA G. VALEZA	ADA-I
21-WED	ELSIE FAITH V. TABLATE	COS	LEGAL	JADE T. CONCEPCION	ADA-VI
22-THU	SHERYL CAMBONGA	J.O	SGOD	JOHN STEVE TEJERRERO	J.O
23-FRI	RUEL M. MOLOD	COS	SUPPLY	EULLA FUENTEBELLA	COS
26-MON	SANDRINE TABUZO	COS	CID	MAY ANN SAPAULA	J.O
27-TUE	JOHN STEVE TEJERRERO	J.O	SGOD	RONA MEL P. SUAISO	COS
28-WED	ELOISA D.V BORJA	COS	CASHIER	KRISTINE ARCHIE SORIAO	ADA-VI
29-THU	VIRGILLIO MOLINA JR.	ADA-II	ACCTG	CRISTIAN BELCHEZ	ADAS-II

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.



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