



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM - 2020 - 02 - 75  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 11 2020 BY: 3:35  
BY: *[Signature]*

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**DIVISION MEMORANDUM**

No. 75 s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor CID and SGOD  
All Sections / Unit Heads and Staff  
All Others Concerned

**FROM:**

**VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent *[Signature]*

**DATE:** February 10, 2020

**RE: REITERATING THE ESTABLISHMENT OF PUBLIC ASSISTANCE  
AND COMPLAINT DESK AND SCHEDULING OF OFFICER OF THE  
DAY**

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1. Adherent to Section 5 of Rule VI of the Implementing Rules and Regulations of Republic Act No. 9485 (Anti-Red Tape Act of 2007), this Office hereby reiterates the establishment of Public Assistance and Complaint Desk (PACD). An officer or employee knowledgeable on frontline services shall at all times be available for consultation and advice. Such desk be attended to even during breaktime effective immediately.

2. Relative thereto, this Office hereby provides the following:

Enclosure 1 - Defined Functions for the PACD

Enclosure 2 - Officer of the Day (OSDS, SGOD,  
CID)

3. Furthermore, Schedule of Officer of the Day for the succeeding years to come will be provided through an issuance of a separate approved listing.

Copy furnished:

Records Unit  
Personnel Unit  
AO file

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City  
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**Enclosure 1 of Division Memorandum No. \_\_\_\_ s.2020**

**Defined Functions for the PACD**

<p>Officer of the day</p>	<p>The Officer of the Day provides administrative / technical assistance to the clients transacting in the office due to the limited workforce, the Officer of the Day will approach the PACD table whenever administrative / technical assistance are needed which the Front Desk Staff cannot provide. In such a way, the regular task of the assigned Officer of the Day will not be hindered.</p> <ul style="list-style-type: none"><li>• Log in the "Officer of the Day" logbook for attendance;</li><li>• Attend to the client/s needs;</li><li>• Provide information and guidance consistent to the queries and concerns of the client/s;</li><li>• Ask client/s to accomplish the PACD forms (e.g. Form 1 - Commendation, Form 2 - Assistance, Form 3 - Complaint, Form 4 - Recommendation);</li><li>• Record any observation, concerns and suggestions in the "PACD Observation Logbook" for improvement of the customer service in the office;</li><li>• Should there be conflicting schedule, the concerned Officer of the Day can arrange with other schedule/s; provided that, he/she will serve as officer of the day on the arranged schedules; and,</li><li>• Perform other related task applicable in the provision of customer-friendly public service.</li></ul>	<p>All Regular Personnel of the Three Division Offices (OSDS, SGOD, CID)</p>
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**Enclosure 2 - of the Division Memorandum No. \_\_\_\_s.2020**

**PACD Schedule of Officer of the Day**  
**Period: For the year 2020**

<b>Date of Duty</b>	<b>Name of Assigned Officer of the Day (OSDS)</b>	<b>Name of Assigned Officer of the Day (SGOD)</b>	<b>Name of Assigned Officer of the Day (CID)</b>
02.12.2020	Villahermosa, Guia Ma. G.	Capacio, Lorenzo O.	Quirog, Ralph T.
02.13.2020	Desalan, Jocardo B.	Ebora, Edelina M.	Go, Amorelle Faith P.
02.14.2020	Garcia, Ariel D.	Dublas, Mary Gladys J.	Salupado, Rosie A.
02.18.2020	Don, Evelyn Joy V.	Mamawag, Marfifth M.	Adriatico, Jasmin J.
02.19.2020	Peñalosa, Cheryl Jane C.	Arbutante, Rio	Bentillo, Imelda S.
02.20.2020	Bandong, Aprille Mae H.	Sanmiguel, Vicente G.	Cultura, Lou Ann J.
02.21.2020	Brigole, Ruel T.	Sescon, Novem A.	Alajar, Luis S.
02.24.2020	Porras, Florabelle R.	Merida, Woodrow Wilson B.	Pizarro, Virgilin R.
02.25.2020	Astudillo, Julius Florente	Alcuizar, Ria K.	Ocier, Analy L.
02.26.2020	Limbengco, Rufelia J.	Fontanilla, Leslie T.	Reyes, Maria Concepcion S.
02.27.2020	Quieta, Maria Leizel G.	Fulgencio, Marcos Julita K.	Valde, Rachel R.
02.28.2020	Gamboa, Sunshine	Lucine, Jimdandy S.	Molina, Jovy G.
03.02.2020	Nayra, Jutchel L.	Cahucom, Lucilyn M.	Tan Nery, Noel A.
03.03.2020	Quindala, Anil U.	Capacio, Lorenzo O.	Mortera, Ferdinand V.



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03.04.2020	Daguimol, Darvy C.	Ebora, Edelina M.	Allaba, Aba Q.
03.05.2020	Ahictin, Gilbert Jade D.	Dublas, Mary Gladys J.	Palo Jr, Bonifacio M.
03.06.2020	Bahian, Evangeline	Mamawag, Marfifth M.	Pimentel, Manny B.
03.09.2020	Cruzado, Neil Mar B.	Arbutante, Rio	Muring, Jesus V.
03.10.2020	Dayoc, Jerson A.	Sanmiguel, Vicente G.	Jabonero, Romil T.
03.11.2020	Atty. Pesisano, Wincerbogne L.	Sesoon, Novem A.	Balintongog, Liza G.
03.12.2020	Arias, Paul John P.	Merida, Woodrow Wilson B.	Catane, Gretchen V.
03.13.2020	Deximo, Don A.	Alcuizar, Ria K.	Ligando, Ethyl Jane B.
03.16.2020	Astudillo, Pamela L.	Fontanilla, Leslie T.	Yap, Purisima J.
03.17.2020	Daguinotas, John F.	Fulgencio, Marcos Julita K.	Dinlayan, III Manuel D.
03.18.2020	Rosalejos, Rhysa Cyle C.	Lucine, Jimdandy S.	Razo, Emelyn D.
03.19.2020	Bautista, Janice	Cahucom, Lucilyn M.	Quirog, Ralph T.
03.20.2020	Gimarangan, Roxel	Capacio, Lorenzo O.	Go, Amorelle Faith P.
03.23.2020	Madronero, Clementina O.	Ebora, Edelina M.	Salupado, Rosie A.
03.24.2020	Peligrino, Cherry Faye	Dublas, Mary Gladys J.	Adriatico, Jasmin J.
03.25.2020	Salga, Nelly L	Mamawag, Marfifth M.	Bentillo, Imelda S.
03.26.2020	Nericoa, Janine	Arbutante, Rio	Cultura, Lou Ann J.
03.27.2020	Gordo, Jessa Mae	Sanmiguel, Vicente G.	Alajar, Luis S.
03.30.2020	Labata, Alvin	Sesoon, Novem A.	Pizarro, Virgillin R.



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03.31.2020	Maputi, Sibyl L.	Merida, Woodrow Wilson B.	Ocier, Analy L.
04.01.2020	Canson, Shella Novie A.	Alcuizar, Ria K.	Reyes, Maria Concepcion S.
04.02.2020	Adajar, Mayela Lou O.	Fontanilla, Leslie T.	Valde, Rachel R.
04.03.2020	Padrones, Leizel Jane L.	Fulgencio, Marcos Julita K.	Molina, Jovy G.
04.06.2020	Garces, Brayan B.	Lucine, Jimdandy S.	Tan Nery, Noel A.
04.07.2020	Toylo, Louella Christie S.	Cahucom, Lucilyn M.	Mortera, Ferdinand V.
04.08.2020	Blasé, Edgar B.	Capacio, Lorenzo O.	Allaba, Aba Q.
04.13.2020	Villahermosa, Guia Ma. G.	Ebora, Edelina M.	Palo Jr, Bonifacio M.
04.14.2020	Desalan, Jocardo B.	Dublas, Mary Gladys J.	Pimentel, Manny B.
04.15.2020	Garcia, Ariel D.	Mamawag, Marfifth M.	Muring, Jesus V.
04.16.2020	Don, Evelyn Joy V.	Arbutante, Rio	Jabonero, Romil T.
04.17.2020	Peñalosa, Cheryl Jane C.	Sanmiguel, Vicente G.	Balintongog, Liza G.
04.22.2020	Bandong, Aprille Mae H.	Sescon, Novem A.	Catane, Gretchen V.
04.23.2020	Brigole, Ruel T.	Merida, Woodrow Wilson B.	Ligando, Ethyl Jane B.
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04.30.2020	Gamboa, Sunshine	Cahucom, Lucilyn M.	Go, Amorelle Faith P.
05.04.2020	Nayra, Jutchel L.	Capacio, Lorenzo O.	Salupado, Rosie A.
05.05.2020	Quindala, Anil U.	Ehora, Edelina M.	Adriatico, Jasmin J.
05.06.2020	Daguimol, Darvy C.	Dublas, Mary Gladys J.	Bentillo, Imelda S.
05.07.2020	Ahictin, Gilbert Jade D.	Mamawag, Marfifth M.	Cultura, Lou Ann J.
05.08.2020	Bahian, Evangeline	Arbutante, Rio	Alajar, Luis S.
05.11.2020	Cruzado, Neil Mar B.	Sanmiguel, Vicente G.	Pizarro, Virgilin R.
05.12.2020	Dayoc, Jerson A.	Sescon, Novem A.	Ocier, Analy L.
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05.18.2020	Astudillo, Pamela L.	Fulgencio, Marcos Julita K.	Tan Nery, Noel A.
05.19.2020	Daguinotas, John F.	Lucine, Jimdandy S.	Mortera, Ferdinand V.
05.20.2020	Rosalejos, Rhysa Cyle C.	Cahucom, Lucilyn M.	Allaba, Aba Q.
05.21.2020	Bautista, Janice	Capacio, Lorenzo O.	Palo Jr, Bonifacio M.
05.22.2020	Gimarangan, Roxel	Ehora, Edelina M.	Pimentel, Manny B.
05.25.2020	Madronero, Clementina O.	Dublas, Mary Gladys J.	Muring, Jesus V.
05.26.2020	Peligrino, Cherry Faye	Mamawag, Marfifth M.	Jabonero, Romil T.
05.27.2020	Salga, Nelly L	Arbutante, Rio	Balintongog, Liza G.
05.28.2020	Nericoa, Janine	Sanmiguel, Vicente G.	Catane, Gretchen V.





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05.29.2020	Gordo, Jessa Mae	Sescon, Novem A.	Ligando, Ethyl Jane B.
06.01.2020	Labata, Alvin	Merida, Woodrow Wilson B.	Yap, Purisima J.
06.02.2020	Maputi, Sibyl L.	Alcuizar, Ria K.	Dinlayan, III Manuel D.
06.03.2020	Canson, Shella Novie A.	Fontanilla, Leslie T.	Razo, Emelyn D.
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06.09.2020	Toylo, Louella Christie S.	Capacio, Lorenzo O.	Adriatico, Jasmin J.
06.10.2020	Blasé, Edgar B.	Ebora, Edelina M.	Bentillo, Imelda S.
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06.22.2020	Porras, Florabelle R.	Fontanilla, Leslie T.	Tan Nery, Noel A.





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09.01.2020	Daguimol, Darvy C.	Arbutante, Rio	Reyes, Maria Concepcion S.
09.02.2020	Ahictin, Gilbert Jade D.	Sanmiguel, Vicente G.	Valde, Rachel R.
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09.16.2020	Rosalejos, Rhysa Cyle C.	Ebora, Edelina M.	Balintongog, Liza G.
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11.19.2020	Salga, Nelly L	Merida, Woodrow Wilson B.	Allaba, Aba Q.
11.20.2020	Nericoa, Janine	Alcuizar, Ria K.	Palo Jr, Bonifacio M.
11.23.2020	Gordo, Jessa Mae	Fontanilla, Leslie T.	Pimentel, Manny B.
11.24.2020	Labata, Alvin	Fulgencio, Marcos Julita K.	Muring, Jesus V.
11.25.2020	Maputi, Sibyl L.	Lucine, Jimdandy S.	Jabonero, Romil T.
11.26.2020	Canson, Shella Novie A.	Cahucom, Lucilyn M.	Balintongog, Liza G.
11.27.2020	Adajar, Mayela Lou O.	Capacio, Lorenzo O.	Catane, Gretchen V.
12.01.2020	Padrones, Leizel Jane L.	Ebora, Edelina M.	Ligando, Ethyl Jane B.
12.02.2020	Garces, Brayan B.	Dublas, Mary Gladys J.	Yap, Purisima J.
12.03.2020	Toylo, Louella Christie S.	Mamawag, Marfifth M.	Dinlayan, III Manuel D.





Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

12.04.2020	Blasé, Edgar B.	Arbutante, Rio	Razo, Emelyn D.
12.07.2020	Villahermosa, Guia Ma. G.	Sanmiguel, Vicente G.	Quirog, Ralph T.
12.08.2020	Desalan, Jocardo B.	Sescon, Novem A.	Go, Amorelle Faith P.
12.09.2020	Garcia, Ariel D.	Merida, Woodrow Wilson B.	Salupado, Rosie A.
12.10.2020	Don, Evelyn Joy V.	Alcuizar, Ria K.	Adriatico, Jasmin J.
12.11.2020	Peñalosa, Cheryl Jane C.	Fontanilla, Leslie T.	Bentillo, Imelda S.
12.21.2020	Bandong, Aprille Mae H.	Fulgencio, Marcos Julita K.	Cultura, Lou Ann J.
12.22.2020	Brigole, Ruel T.	Lucine, Jimdandy S.	Alajar, Luis S.
12.28.2020	Porras, Florabelle R.	Cahucom, Lucilyn M.	Pizarro, Virgilin R.
12.29.2020	Astudillo, Julius Florente	Capacio, Lorenzo O.	Ocier, Analy L.

