



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

2023-83209

DM - 2023-10-451  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: OCT 23 2023 4:46  
 BY: *[Signature]*

**Division Memorandum**  
 No. 451 s. of 2023

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 EPS and PSDS  
 Division Office Personnel  
 All Others Concerned

**FROM:** *[Signature]* CHERRY MAE L. LIMBACO-REYES, CESO V  
 Schools Division Superintendent

**DATE:** October 23, 2023

**SUBJECT: 2023 SCHEDULE FOR OFFICER OF THE DAY (OD)**

- To facilitate and hasten and assist assisted clients' concerns pertaining to the services offered by the three functional divisions, this Office hereby announces the 2023 Schedule for Officer of the Day. They are as follows:

Month	Day	Name	Position
November	6	Capacio, Lorenzo O.	CES-SGOD
	7	Arangco, Rosalio P.	EPS
	8	Ebora, Edelina M.	SEPS
	9	Dublas, Mary Gladys J.	EPS II
	10	Mamawag, Marsfifth M.	SEPS
	13	Arbutante, Rio G.	EPS II
	14	Alcuizar, Ria K.	SEPS
	15	Sescon, Novem A.	Planning Officer III
	16	Merida, Woodrow Wilson B.	SEPS
	17	Dacanay, Rex C.	EPS II
	20	Fontanilla, Leslie T.	Engineer III
	21	Openiano-Flores, Maria Sarline R.	Medical Officer III
	22	Fulgencio, Marcos Julita K.	Dentist II
	23	Panganiban, Marcela S.	Dentist II
24	Lincuna, Jennifer T.	Nurse II	



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: Malaybalay.city@gmail.co



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	27	Pojas, Mary Larcy B.	Nurse II
	28	Molina, Alma B.	Nurse II
	29	Obeñita, Marie Cris V.	Nurse II
	30	Nunez, Ian Augustus	Nurse II
<b>December</b>	1	Marabe, Hazel G.	Nurse II
	4	Un, Keziah Fatima M.	Nurse II
	5	Lucine, Jimdandy S.	PDO II
	6	Pagaran, Karl Lois C.	PDO I
	7	Cahucom, Lucilyn M.	PDO I
	8	Mulawan, Glaive May D.	Admin Aide VI
	11	Dinlayan, II Manuel D.	AO V
	12	Cagatcagat, Irish J.	Admin Aide VI
	13	Sias, Rendon C.	Admin Aide I
	14	Empuerto, Sannie S.	Admin Aide I
	15	Allado, Randy C.	Admin Aide I
	18	Limbengco, Rufelia J.	AO IV
	19	Cavan, Flora Mae D.	Admin Aide VI
	20	Monteseven, Jayson	ADAS II
	21	Villahermosa, Guia Ma. G.	AO IV
	22	Palma, Novilyn G.	AO II (HRMO I)
	26	Maguido, Earl D.	Admin Aide VI
27	Don, Evelyn Joy V.	ADAS III	
28	Gamboa, Sunshine C.	ADAS III	
29	Feliciano, Dave M.	ADAS III	

2. The OD shall attend to tasks and incidents that require attention regardless of the time of day, within working hours, in addition to the OD's normal function. They shall be situated at the Public Assistance and Complaints Desk in the receiving area of Building 1, on the desk that shall later be provided.
3. Queries regarding this memo shall be directed to Lorenzo O. Capacio, Edd, Chief Education Supervisor of the Schools Governance and Operations Division at 0977 883 0778.
4. For information and compliance.

**TO BE POSTED IN THE WEBSITE**



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