



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

September 30, 2024

DIVISIONAL MEMORANDUM

No. 275, s. 2024

**ASSIGNMENT OF OFFICER OF THE DAY IN THE DIVISION OFFICE
FROM OCTOBER 1 TO NOVEMBER 30, 2024**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. This is to announce the schedule of the Officer of the Day assigned in the Public Assistance and Complaints Desk in the Division Office from October 1 to November 30, 2024.
2. The Officer of the Day shall assist the transacting public on their complaints regarding service/s availed.
3. Immediate dissemination of this Memorandum is desired.



NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City
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Telefax: (088) 545-09-90
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SCHEDULE OF OFFICER OF THE DAY FROM OCTOBER 1 TO NOVEMBER 30, 2024

Date	Day	1st Officer of the Day	OD Time Morning	Lunch Break	OD Time Afternoon	2nd Officer of the Day	Officer of the Day Time
01-Oct-24	Tuesday	MILFRED S. PABOTOY	8:00-11:00	11:00-12:00	12:00-5:00	MARRY JANE R. OCHATE	11:00-12:00
02-Oct-24	Wednesday	MARRY JANE R. OCHATE	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
03-Oct-24	Thursday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
04-Oct-24	Friday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
07-Oct-24	Monday	MARRY JANE R. OCHATE	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
08-Oct-24	Tuesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
09-Oct-24	Wednesday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
10-Oct-24	Thursday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
11-Oct-24	Friday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
14-Oct-24	Monday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
15-Oct-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
16-Oct-24	Wednesday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	DINALYN A. RAMAYRAT	11:00-12:00
17-Oct-24	Thursday	DINALYN A. RAMAYRAT	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
18-Oct-24	Friday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
21-Oct-24	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
22-Oct-24	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
23-Oct-24	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
24-Oct-24	Thursday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
25-Oct-24	Friday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
28-Oct-24	Monday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
29-Oct-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
30-Oct-24	Wednesday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	DINALYN A. RAMAYRAT	11:00-12:00
31-Oct-24	Thursday	DINALYN A. RAMAYRAT	8:00-11:00	11:00-12:00	12:00-5:00	MILFRED S. PABOTOY	11:00-12:00
01-Nov-24	Friday	Holiday	8:00-11:00	11:00-12:00	12:00-5:00		11:00-12:00
04-Nov-24	Monday	MILFRED S. PABOTOY	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
05-Nov-24	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
06-Nov-24	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
07-Nov-24	Thursday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
08-Nov-24	Friday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
11-Nov-24	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
12-Nov-24	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
13-Nov-24	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
14-Nov-24	Thursday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
15-Nov-24	Friday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
18-Nov-24	Monday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
19-Nov-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
20-Nov-24	Wednesday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	DINALYN A. RAMAYRAT	11:00-12:00
21-Nov-24	Thursday	DINALYN A. RAMAYRAT	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
22-Nov-24	Friday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
25-Nov-24	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
26-Nov-24	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
27-Nov-24	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
28-Nov-24	Thursday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
29-Nov-24	Friday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	MILFRED S. PABOTOY	11:00-12:00
30-Nov-24	Saturday		8:00-11:00	11:00-12:00	12:00-5:00		11:00-12:00