



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

November 29, 2024

DIVISIONAL MEMORANDUM
No. 370, s. 2024

**ASSIGNMENT OF OFFICER OF THE DAY IN THE DIVISION OFFICE
FROM DECEMBER 1 TO 31, 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 December 1 to 31, 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, Ph.D., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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SCHEDULE OF OFFICER OF THE DAY FROM DECEMBER 1 TO 31, 2024

Date	Day	1st Officer of the Day	1st Officer Morning Schedule	1st Officer Afternoon Schedule	2nd Officer of the Day	2nd Officer Schedule
02-Dec-24	Monday	ANNA PEARL BARBADILLO	8:00-11:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
03-Dec-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00
04-Dec-24	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
05-Dec-24	Wednesday	DAISY S. MAMAWE	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
06-Dec-24	Thursday	JULIE G. PRACILISO	8:00-11:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
09-Dec-24	Monday	STEPHEN S. ANINO	8:00-11:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
10-Dec-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
11-Dec-24	Wednesday	KRISTINE P. PELAEZ	8:00-11:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
12-Dec-24	Thursday	LOUIE J. MORENO	8:00-11:00	12:00-5:00	DINALYN A. RAMAYRAT	11:00-12:00
13-Dec-24	Friday	DINALYN A. RAMAYRAT	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00
16-Dec-24	Monday	JANE HEART ABA	8:00-11:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
17-Dec-24	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
18-Dec-24	Wednesday	DAISY S. MAMAWE	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
19-Dec-24	Thursday	JULIE G. PRACILISO	8:00-11:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
20-Dec-24	Friday	JOHN REY B. SISO	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
23-Dec-24	Monday	STEPHEN S. ANINO	8:00-11:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
24-Dec-24	Tuesday	MAITA SHANE P. DECIPULO	8:00-11:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
26-Dec-24	Wednesday	KRISTINE P. PELAEZ	8:00-11:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
27-Dec-24	Thursday	LOUIE J. MORENO	8:00-11:00	12:00-5:00	DINALYN A. RAMAYRAT	11:00-12:00
30-Dec-24	Monday	DINALYN A. RAMAYRAT	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00