



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

December 27, 2024

**DIVISIONAL MEMORANDUM**

No. 385, s. 2024

**ASSIGNMENT OF OFFICER OF THE DAY IN THE DIVISION OFFICE  
FROM JANUARY 2 TO FEBRUARY 28, 2025**

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 January 2 to February 28, 2025.
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



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
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Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

**SCHEDULE OF OFFICER OF THE DAY FROM JANUARY 2 TO FEBRUARY 28, 2025**

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
02-Jan-25	Thursday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
03-Jan-25	Friday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
06-Jan-25	Monday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
07-Jan-25	Tuesday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
08-Jan-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
09-Jan-25	Thursday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
10-Jan-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
13-Jan-25	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
14-Jan-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
15-Jan-25	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
16-Jan-25	Thursday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
17-Jan-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
20-Jan-25	Monday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
21-Jan-25	Tuesday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
22-Jan-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
23-Jan-25	Thursday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
24-Jan-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
27-Jan-25	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
28-Jan-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
29-Jan-25	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
30-Jan-25	Thursday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00



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31-Jan-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
03-Feb-25	Monday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
04-Feb-25	Tuesday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
05-Feb-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
06-Feb-25	Thursday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
07-Feb-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
10-Feb-25	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
11-Feb-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
12-Feb-25	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
13-Feb-25	Thursday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
14-Feb-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
17-Feb-25	Monday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
18-Feb-25	Tuesday	STEPHEN S. ANINO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
19-Feb-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
20-Feb-25	Thursday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
21-Feb-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
24-Feb-25	Monday	JANE HEART ABA	8:00-11:00	11:00-12:00	12:00-5:00	RALPH BERNARD S. BALANDRA	11:00-12:00
25-Feb-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
26-Feb-25	Wednesday	DAISY S. MAMAWE	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
27-Feb-25	Thursday	JOHN REY B. SISO	8:00-11:00	11:00-12:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
28-Feb-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00



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