



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

March 3, 2025

DIVISIONAL MEMORANDUM

No. 083, s. 2025

**ASSIGNMENT OF OFFICER OF THE DAY IN THE DIVISION OFFICE
FROM MARCH 3, 2025 TO APRIL 30, 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 March 3, 2025 to April 30, 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, PhD., CESO VI

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

P.P.

DIONESIO L. LIWAGON, JR. CESE

OIC - Assistant 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 MARCH 3 TO APRIL 30, 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
03-Mar-25	Monday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
04-Mar-25	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
05-Mar-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
06-Mar-25	Thursday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
07-Mar-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-Mar-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-Mar-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWA	11:00-12:00
12-Mar-25	Wednesday	DAISY S. MAMAWA	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
13-Mar-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-Mar-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
17-Mar-25	Monday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
18-Mar-25	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
19-Mar-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
20-Mar-25	Thursday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
21-Mar-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-Mar-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-Mar-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWA	11:00-12:00
26-Mar-25	Wednesday	DAISY S. MAMAWA	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
27-Mar-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-Mar-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00



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Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF OZAMIZ CITY

31-Mar-25	Monday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
01-Apr-25	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
02-Apr-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
03-Apr-25	Thursday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
04-Apr-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
07-Apr-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
08-Apr-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWA	11:00-12:00
10-Apr-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
11-Apr-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
14-Apr-25	Monday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
15-Apr-25	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
16-Apr-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00
17-Apr-25	Thursday	KRISTINE P. PELAEZ	8:00-11:00	11:00-12:00	12:00-5:00	GEE B. SONOGAN	11:00-12:00
18-Apr-25	Friday	GEE B. SONOGAN	8:00-11:00	11:00-12:00	12:00-5:00	JANE HEART ABA	11:00-12:00
21-Apr-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
22-Apr-25	Tuesday	RALPH BERNARD S. BALANDRA	8:00-11:00	11:00-12:00	12:00-5:00	DAISY S. MAMAWA	11:00-12:00
23-Apr-25	Wednesday	DAISY S. MAMAWA	8:00-11:00	11:00-12:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
24-Apr-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
25-Apr-25	Friday	JULIE G. PRACILISO	8:00-11:00	11:00-12:00	12:00-5:00	MAITA SHANE P. DECIPULO	11:00-12:00
28-Apr-25	Monday	MAITA SHANE P. DECIPULO	8:00-11:00	11:00-12:00	12:00-5:00	ANNA PEARL B. BARBADILLO	11:00-12:00
29-Apr-25	Tuesday	ANNA PEARL B. BARBADILLO	8:00-11:00	11:00-12:00	12:00-5:00	LOUIE J. MORENO	11:00-12:00
30-Apr-25	Wednesday	LOUIE J. MORENO	8:00-11:00	11:00-12:00	12:00-5:00	KRISTINE P. PELAEZ	11:00-12:00



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