2511-10

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

November 3, 2025

DIVISION MEMORANDUM
No. 408, s. 2025

ASSIGNMENT OF OFFICER OF THE DAY IN THE DIVISION OFFICE FROM NOVEMBER 3 TO DECEMBER 29, 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 November 3 to December 29, 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.

LORENA P. SERRANO, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

p.p.

IMELDA D. PONGASE, EdD
Chief, School Governance and Operations Division
OIC, Office of the Schools Division Superintendent

Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF OZAMIZ CITY

SCHEDULE OF OFFICER OF THE DAY FROM NOVEMBER 3 TO DECEMBER 29, 2025

		Officer 1	Morning	Afternoon	Officer 2	Morning
03-Nov-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
04-Nov-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JESSIE P. ALEGADO	11:00-12:00
05-Nov-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANELLE G. DECHOS	11:00-12:00
06-Nov-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	NICKA UNIDO	11:00-12:00
07-Nov-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JEFRY E. LUMAYAG	11:00-12:00
10-Nov-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANE HEART T. ABA	11:00-12:00
11-Nov-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
12-Nov-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	CARLO S. MANGINDO	11:00-12:00
13-Nov-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
14-Nov-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	MARRY JANE R. OCHATE	11:00-12:00
17-Nov-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
18-Nov-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JESSIE P. ALEGADO	11:00-12:00
19-Nov-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANELLE G. DECHOS	11:00-12:00
20-Nov-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	NICKA UNIDO	11:00-12:00
21-Nov-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JEFRY E. LUMAYAG	11:00-12:00
24-Nov-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00
25-Nov-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
26-Nov-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
27-Nov-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
28-Nov-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	MARRY JANE R. OCHATE	11:00-12:00
01-Dec-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00

02-Dec-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JESSIE P. ALEGADO	11:00-12:00
03-Dec-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANELLE G. DECHOS	11:00-12:00
04-Dec-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	NICKA UNIDO	11:00-12:00
05-Dec-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JEFRY E. LUMAYAG	11:00-12:00
08-Dec-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00
09-Dec-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
10-Dec-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JOHN REY B. SISO	11:00-12:00
11-Dec-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
12-Dec-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	MARRY JANE R. OCHATE	11:00-12:00
15-Dec-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00
16-Dec-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JESSIE P. ALEGADO	11:00-12:00
17-Dec-25	Wednesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANELLE G. DECHOS	11:00-12:00
18-Dec-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	NICKA UNIDO	11:00-12:00
19-Dec-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JEFRY E. LUMAYAG .	11:00-12:00
22-Dec-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JANE HEART ABA	11:00-12:00
23-Dec-25	Tuesday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	DAISY S. MAMAWE	11:00-12:00
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25-Dec-25	Thursday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	JULIE G. PRACILISO	11:00-12:00
26-Dec-25	Friday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	MARRY JANE R. OCHATE	11:00-12:00
29-Dec-25	Monday	EDWARDO D. BALILI	8:00-11:00	12:00-5:00	STEPHEN S. ANINO	11:00-12:00