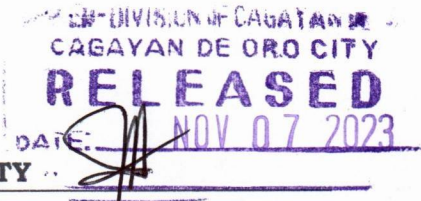




Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 November 2023

DIVISION MEMORANDUM

No. 586 s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 478 S. 2023
OFFICERS OF THE DAY (OD) OFFICIAL ASSIGNMENT**

TO: Concerned Division Office Personnel
This Division

1. This refers to **Division Memorandum No. 478 s. 2023** titled Officers of the Day (OD) Official Assignment.
2. To ensure continuous service delivery and client satisfaction, this Office hereby designates personnel as *Officers of the Day* as indicated in the attached schedule. This is in consonance with the Civil Service Commission's Citizen Charter under its feedback and redress mechanism.
3. The assigned personnel will serve as frontline service officer (from 8:00-12:30 NOON and 12:30-5:00 PM) to entertain concerns and queries of all transacting clients and properly channel to concerned employee or section.
4. Further, it is the responsibility of the assigned OD to inform the Head of Office in case of official travel/official business/absences during his/her assigned schedule.
5. Enclosed in this memorandum is the list of the Officer of the Day.
6. For information and strict compliance.

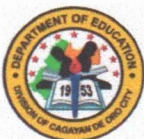
ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated.

Reference: None

To be indicated in the Perpetual Index
under the following subjects:
Officers of the Day

APR/ DM – addendum to division memorandum officer of the day office
November 7, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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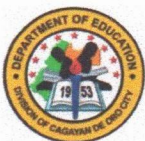
Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

NOVEMBER 2023					
1	AM PM	HOLIDAY	28	AM PM	Jairus M. Gochoco Loredelle L. Tacandong
2	AM PM	HOLIDAY	29	AM PM	Ely V. Mamaclay Ariel L. Aranez
3	AM PM	Sylvio C. Carciller Juan A. Mingo	30	AM PM	Ivan Gaspar Godofrey Serojales
6	AM PM	Paraida Orangot Ray O. Maghuyop			
7	AM PM	Jerly Eluna Helen Lucman			
8	AM PM	Marife A. Ramos Jinky Arnejo			
9	AM PM	Anita M. Gochoco Shirley A. Merida			
10	AM PM	Cynthia V. Yanez Milagros P. Recamadas			
13	AM PM	Margie G. Andrade Angelito U. Felicilda			
14	AM PM	Charlyn Baylon Joel D. Potane			
15	AM PM	January Gay T. Valenzona Janry B. Colonia			
16	AM PM	Phoebe Taruc Rochelle Luzano			
17	AM PM	Lilibeth L. Logronio Lanie M. Signo			
20	AM PM	Deo Martin Plaza Jean Vasallo			
21	AM PM	Eyza Monteza Nida D. Mandawe			
22	AM PM	Ryan Q. Blanco Rodel Megollas			
23	AM PM	VergilBob M. Gomez Derrold Marl S. Aves			
24	AM PM	Aisa T. Badana Eleonor Consejo H. Rollan			
27	AM PM	HOLIDAY			



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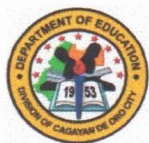
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DECEMBER 2023			
1 AM	Angela Vincent A. Torres	27 AM	Arnel A. Calubag
PM	Alvic Marie S. Francisco	PM	Kriscia M. Alegado
4 AM	Charise May D. Recina-Cebrian	28 AM	Maria Rufel A. Anero
PM	Christian Daohog	PM	Rowena B. Calfoforo
5 AM	Efren Facun	29 AM	Mitos Tessa B. Duetes
PM	Mark Edward Olango	PM	Faith Cadavos
6 AM	Romiel Vallente		
PM	Ryan C. Sambaan		
7 AM	Baldomero Mark Meso III		
PM	Jamcel A. Chacon		
8 AM	HOLIDAY		
PM			
11 AM	Laurence Edgardo A. Del Puerto		
PM	Kurt Celica A. Bacas		
12 AM	Risa Bea Socorro Borres		
PM	Joanne A. Dela Rosa		
13 AM	Marilou F. Navaja		
PM	Evangeline B. Lozada		
14 AM	Godfrey Serojales		
PM	James Roberto Z. Sijo		
15 AM	Joanne Dela Rosa		
PM	Kristine Harvey D. Via		
18 AM	Gemma P. Pajayon		
PM	Marivel O. Pates		
19 AM	Kristian B. Murillo		
PM	Christy Amor A. Amoguis		
20 AM	Florie M. Palarca		
PM	Irene H. Lofranco		
21 AM	Ignacio A. Gabule Jr.		
PM	Gleven Chito B. Manaug		
22 AM	Louie B. Banaag		
PM	Marife A. Abrogar		
25 AM	HOLIDAY		
PM			
26 AM	Darlene B. Palamine		
PM	Mary Jane Borja		



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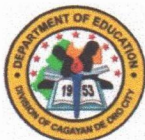
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Office of the Schools Division Superintendent

JANUARY 2024				
1	HOLIDAY		23 AM	Alrose A. Veloz
			PM	Jules Erwin A. Morano
2 AM PM	Carl Edwin N. Canios		24 AM PM	Deo Martin Plaza
	Jennifer B. Dadole			Jean Vasallo
3 AM PM	Lourdes P. Maghanoy		25 AM PM	Eyza Monteza
	Charisse C. Udang			James Roberto Z. Sijo
4 AM PM	Catherine G. Ocate		26 AM PM	Angela Vincent A. Torres
	Ray Ian V. Bernaldez			Alvic Marie S. Francisco
5 AM PM	Romiel S. Vallente		29 AM PM	Charise May D. Recina-Cebrian
	Ryan C. Sambaan			Kristine Harvey D. Via
8 AM PM	Donnacelle F. Ernacio		30 AM PM	Laurence A. Del Puerto
	Donna Dumaog			Kurt Celica A. Bacas
9 AM PM	Julieta N. Dolero		31 AM PM	Risa Bea Socorro Borres
	Hazel Joy P. Zambrano			Joanne A. Dela Rosa
10 AM PM	Lilibeth Logronio			
	Janry B. Colonia			
11 AM PM	January Gay T. Valenzona			
	Lanie M. Signo			
12 AM PM	Eleanor Consejo H. Rollan			
	Amor A. Radaza			
15 AM PM	Romeo B. Aclo			
	Ryan Q. Blanco			
16 AM PM	Jean T. Loquillano			
	Roy H. Lumban			
17 AM PM	Derrold Maarl S. Aves			
	Aisa T. Badana			
18 AM PM	Rodel S. Megollas			
	VirgilBob M. Gomez			
19 AM PM	Jairus John M. Gochoco			
	Loredelle L. Tacandong			
22 AM PM	Ely V. Mamaclay			
	Ariel L. Aranez			



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