



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtaabilarancitydivision@yahoo.com www.depedtagbilaran.org

MEMORANDUM

**TO : JOERMELYNE P. PEREZ
MARY MELODY A. GUTIERREZ
JOANALLI R. OPERIANO**

**FROM : NERI G. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent**


**SUBJECT : PUBLIC ASSISTANCE AND COMPLAINTS DESK OFFICER OF
THE DAY**

DATE : July 5, 2019

1. You are hereby directed to act as Public Assistance and Complaints Desk Officer of the Day on the following schedule:

Name of Employees	Schedule Day
Joermelyn P. Perez	every Monday and Thursday
Mary Melody A. Gutierrez	every Tuesday and Friday
Joanalli R. Operiano	every Wednesday

2. As officer of the day, you are assigned to do the following functions:
 - a. provides assistance to the clients relative to their business transaction
 - b. distributes Customer Feedback Form to be filled-up by the clients, as deemed necessary.
3. If any of the assigned officer of the day is absent, one has to act as such on her behalf.
4. For your guidance and compliance.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent