



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 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

MEMORANDUM

**TO : APRIL L. REVITA
JOANALLI R. OPERIANO
MARY MELODY A. GUTIERREZ
ROBELYN S. CALIPES
RONILO B. CAÑEDO**

**FROM : JOSEPH IRWIN A. LAGURA, Ph.D.
Schools Division Superintendent**

DATE : November 8, 2019

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

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

Name of Employees	Schedule Day
April L. Revita	Monday
Joanlli R. Operiano	Tuesday
Mary Melody A. Gutierrez	Wednesday
Ronilo B. Cañedo	Thursday
Robelyn S. Calipes	Friday

2. As officer of the day, you are assigned to do the following functions:
- Assist members of the public by providing information concerning the Division
 - Provide directions to members of the public upon request
 - Distribute Customer Feedback Form for Division's clients to fill-up
3. If any of the assigned officer of the day is absent, any of the four has to act on their behalf.
4. For your guidance and compliance.