



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division  
Superintendent

MEMORANDUM  
MLA-2022-OSDS- 226

TO : **MARICEL A. GALAN**  
**APRIL R. TAGHAP**  
**JOANALLI R. OPERIANO**  
**ANA LOU S. REGALADO**  
**MARIA MAXIMINA BABIANO**  
**LAURA L. DOMINGO**  
**MARGARITA L. TEJANO**  
**FAIRY ANN C. BABAISON**  
**JOERMELYNE P. PASILBAS**  
**REYRUSTY GALAN**

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

DATE : December 27, 2022

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
1. Ana Lou S. Regalado & Laura L. Domingo	Monday
2. Fairy Ann C. Babaison & Joermelyne P. Pasilbas	Tuesday
3. Margarita L. Tejano & Reyrusty Galan	Wednesday
4. Maria Maximina Babiano & Joanalli R. Operiano	Thursday
5. April R. Taghap & Maricel A. Galan	Friday

2. As officer of the day, you are assigned to do the following functions:  
a. Assist the client by providing information concerning his/her transaction/s;  
b. Inform the concerned division office personnel of the client's transaction/s; and  
c. Instruct the client to fill out the Feedback Form.
3. In case the assigned officer of the day is absent, any of the assignees has to act on his/her behalf.
4. For your guidance and compliance.



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