



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2023- 170

TO : **MARICEL A. GALAN
APRIL R. TAGHAP
JOANALLI R. OPERIANO
ANA LOU S. REGALADO
MARIA MAXIMINA BABIANO
LAURA L. DOMINGO
MARGARITA L. TEJANO
IVY JOY R. BARBANTE
CHRYSOSTOM DALUMBAR
REYRUSTY GALAN**

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

DATE : October 23, 2023

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. Reyruisty Galan & Chrysostom Dalumbar	Tuesday
3. Margarita L. Tejano & Ivy Joy R. Barbante	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 Client Satisfaction Measurement 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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