



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

**Office of the Schools Division  
Superintendent**

June 03, 2025

DIVISION MEMORANDUM  
OSDS-2025- 126

To: **ELAINIE C. CENTINO**  
**ANA LOU S. REGALADO**  
**CHRYSOSTOM R. DALUMBAR**  
**KAREN Y. GUMBA**  
**MARGARITA L. TEJANO**  
**JOSE ANDREW U. SALISE**  
**MARIA MAXIMINA L. BABIANO**  
**TRISHA ANN TAGUISA**  
**JEFFERSON P. GALIDO**  
**ANNA MAE C. OCON**

**ASSIGNMENT OF PUBLIC ASSISTANCE AND COMPLAINTS DESK OFFICER OF THE  
DAY FOR THE OPLAN BALIK ESKWELA ON JUNE 9-20, 2025**

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

<b>Name of Personnel</b>	<b>Scheduled Day</b>
Ana Lou S. Regalado & Elainie C. Centino	Monday
Chrysostom R. Dalumbar & Karen Y. Gumba	Tuesday
Margarita L. Tejano & Jose Andrew U. Salise	Wednesday
Maria Maximina L. Babiano & Trisha Ann Taguisa	Thursday
Jefferson P. Galido & Anna Mae C. Ocon	Friday

2. As officer of the day, you are tasked to do the following functions:
  - a. receive, process and respond to simple queries, information, requests and complaints from the general public, including those forwarded by other DepEd Offices;
  - b. assist in the dissemination and clarification of DepEd policies, programs, projects and processes, particularly those relevant to the opening of classes;
  - c. correctly identify and coordinate with the concerned DepEd offices on complex concerns that will require the specific offices' appropriate action; and
  - d. monitor, document and submit reports on all issues and concerns received by the OBE-PACC, including the action taken.



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(038)427-1702; (038)427-2506  
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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 information, guidance and compliance.

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

WDB/JAL/rcl