



DepEd – DIVISION OF QUEZON

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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent, Division Chiefs, Schools Division Office Personnel, All Others concerned

FROM: CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: Daily Assignment of Division Personnel to the Public Assistant Desk (PAD)

DATE : December 18, 2019

Attached is the list of the Schools Division Office Personnel assigned to take charge of the Public Assistant Desk (PAD) starting January 2, 2020 with the following responsibilities:

- Attend to the client's need and transaction;
- Provide information on the services or process related to their visit;
- Prepare reports on the daily transaction attended to;
- Provide lists of requirements for the important transaction/process; and
- Does other related task.

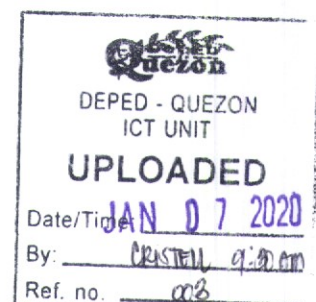
In extreme cases when the assigned desk officer may not be able to perform his/her duties, he/she should notify Administrative Officer **Maria Dolores D. Atienza** of the Administrative Office at least three (3) days in advance for necessary adjustment and/or arrangement to ensure that the PAD is functioning regularly.

The Security Guard shall provide the clients with the necessary information for their transaction before proceeding to the PAD and other offices.

For information, guidance and strict compliance.

admmdda12/18/2019

DEPEDQUEZON-TM-SDS-04-010-002



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Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)



PAD (Public Assistance Desk) Monthly and Daily Assignment for 2020

JANUARY									
DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		6	JAY DATINGGALING	13	VINCE ANGELO DEDACE	20	JEAN SOLOMON	27	AMADOR CAPINPIN
		7	ARVIN ZETA	14	ALEGRIA MEDENILLA	21	CONNIE ABULENCIA	28	AIRAMAY PEREZ
		8	NORVIC VILLANIA	15	JOY SANCHEZ	22	LER DE ROSAS	29	ANGELO RANESES
2	EDSEL PALMERO	9	NOREEN ENRIQUEZ	16	MICHELLE PORNOBI	23	APOLLO SALUNGIT	30	MARISYLL MENDOZA
3	RODELIO ESMERNA	10	CLINTON EVARDOME	17	HECTOR LAURIO	24	MA.GLORIA CANTOS	31	ROSETH FLACIA
FEBRUARY									
DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
3	SUSAN BALUYUT	10	YVANNAH MARIE INGENTE	17	BRYAN LADINES	24	THERESE JEANNE REYES		
4	EPIFANIA DAYAHAN	11	GEMMA RADAN	18	SHIELA MARIE MENDOZA	25	EDSA PEOPLE'S POWER REVOLUTION		
5	FAMELA FONTARUM	12	DAYANARA FLORES	19	AKIMI THERESE ASANO	26	MICHELLE SALVADOR		
6	LEOVIGILDO GAELA	13	AIREENE URSABIA	20	MARLON PEREZ	27	LORENA ABDON		
7	CAREN ARANILLA	14	RAQUEL VENZUELA	21	ALEXANDER ROMULO	28	MONETTE ABRIGO		
MARCH									
DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
2	MICHELLE CARMELA ASIA	9	BRANDON DE MESA	16	MILDRED GLORIOSO	23	SHARON OBORDO	30	HECTOR SALIVIA
3	MARY GOLD DECHAVEZ	10	RONALD DE RAMOS	17	AMEICEL HUTALLA	24	RAYMUND PEÑAVERDE	31	PAUL MARVIN SAMSON
4	MARIA ELVIRA CARIMONG	11	LEOPOLDO ENRIQUEZ	18	ROSALIE IBAL	25	MARY GRACE RANAS		
5	CHAENKEE CHUMACERA	12	NOEME FERRANCULO	19	GLADITA LORREDO	26	ZARA JESSICA PASTA		
6	HILARIONA CORONADO	13	DONALD FONTANOSA	20	CZARINA GAYE MENDIOLA	27	HAZEL SALIBIO		

APRIL

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE		
		6	MAYCHELLE TE	13	Z-ANN LEAH ZULUETA	20	JESSICA TOLENADA	27	CHRISTIAN LOUIE SOLOMON
		7	SHARON VENZUELA	14	JESSICA TOLENADA	21	EDWIN FORMALEJO	28	MARICEL FORTALEZA
1	RONIL GILBUENA	8	ROWENA VILLARUEL	15	DONALD RUISTRO	22	MARY GOLD DE CHAVEZ	29	MYLENE BACUS
2	FRANCE JOY TABURDAN	9	MAUNDY THURSDAY	16	RUTH ALCANCIA	23	MARIA ELVIRA CARIMPOG	30	RICHARD VEDANO
3	MONIQUE IRIS UY	10	GOOD FRIDAY	17	MARICHELLE LU	24	ROWENA ADALIM		

MAY

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		4	JAN PAILINE BILLANES	11	JACKQUELINE NUYDA	18	SEDINUELLE AGUILA	25	DANICA MAE JARANILLA
		5	MARIA RAFAELA MIGUELAJIMENEZ	12	DESSA MARIE DALMACION	19	ALDRIN LIBRANDA	26	REGINA MARINO
		6	JEFFREY MAANO	13	RAYMUND NIEVA	20	RAUL AGARAN	27	MICHELLE DUMA
		7	ROMMEL OCZON	14	RONJIEMELLE RIVERA	21	GLORIA MAGTIBAY	28	PAUL CLIFFORD MARQUEZ
1	LABOR DAY	8	CRISTELL MAE MANGUBAT	15	MERCEDITA LANOT	22	ARLENE TOLENTINO	29	MARY JOYCE SALAMAT

JUNE

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
1	MARK ANDREW BERNABE	8	EDWIN SIGNO, JR.	15	ALOJA CANTOS	22	EDSEL PALMERO	29	NOREEN ENRIQUEZ
2	GILBERT ALVA	9	MA. TERESITA ABELLA	16	SARRAH LYNN DIALA	23	RODELIO ESMERNA	30	CLINTON EVARDOME
3	ALMA QUIAMBAO	10	SHERWIN PENAMORA	17	MARISSA MARAGAY	24	JAY ISAAC DATINGGALING		
4	LEA ABEJO	11	VINCENT LAWRENCE HABITO	18	MARINEL OBMERGA	25	ARVIN ZETA		
5	BERNADETH PLACINO	12	INDEPENDENCE DAY	19	RENA RODIL	26	NORVIC VILLANIA		

JULY

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		6	ROSALIO FLACIA	13	LIONEL AUDINE	20	MICHLLE PORNOBI	27	LER DE ROSAS
		7	MILO ALTOVAR	14	RONALDO MERANO	21	DONATO ALTOVAR	28	APOLLO SALUNGIT
1	VINCE ANGELO DEDACE	8	EDWIN FORMALEJO	15	NORMAN ARENAS	22	HECTOR LAURIO	29	MA. GLORIA CANTOS
2	ALEGRIA MEDENILLA	9	NICANOR DELLOSA	16	MARY SHANE ALONDAS	23	JEAN SOLOMON	30	AMADOR CAPINPIN
3	CRISPULO AYALA	10	MARIANITO RAVINA, JR.	17	JOY SANCHEZ	24	CONNIE ABULENCIA	31	AIRA MAY PEREZ

AUGUST

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
3	ANGELO RANESES	10	FAMELA FONTARUM	17	DAYANARA FLORES	24	SHIELA MARIE MENDOZA	30	MICHELLE SALVADOR
4	MARISYLL JUDEE MENDOZA	11	LEOVIGILDO GAELA	18	AIREENE URSABIA	25	AKIMI THERESE ASANO	31	NATIONAL HEROES DAY
5	ROSETH FLANCIA	12	CAREN ARANILLA	19	RAQUEL VENZUELA	26	MARLON PEREZ		
6	SUSAN BALUYUT	13	YVANNAH MARIE INGENTE	20	BRYAN LADINES	27	ALEXANDER ROMULO		
7	EPIFANIA DAYAHAN	14	GEMMA RADAN	21	NINOY AQUINO DAY	28	THERESE JEANNE REYES		

SEPTEMBER

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		7	MARY GOLD DE CHAVEZ	14	RONALD DE RAMOS	21	AMEICEL HUTALLA	28	RAYMUND PEÑAVARDE
1	LORENA ABDON	8	MA. ELVIRA CARIMONG	15	LEOPOLDO ENRIQUEZ	22	ROSALIE IBAL	29	MARY GRACE RANAS
2	MONETTE ABRIGO	9	CHAENKEE CHUMACERA	16	NOEME FERRANCULO	23	GLADITA LORREDO	30	ZARA JESSICA PASTA
3	RUTH ALCANCIA	10	HILARIONA CORONADO	17	DONALD FONTANOSA	24	CZARINA GAYE MENDIOLA		
4	MICHELLE CARMELA ASIA	11	BRANDON DE MESA	18	MILDRED GLORIOSO	25	SHARON OBORDO		

OCTOBER

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		5	PAUL MARVIN SAMSON	12	SHARON VENZUELA	19	MARYCELLE LU	26	RICHARD VEDANO
		6	RONIL GILBUENA	13	ROWENA VILLARUEL	20	ROWENA ADALIM	27	JAN PAULINE BILLANES
		7	FRANCE JOY TABURDAN	14	Z-ANN LEAH ZULUETA	21	CHRISTIAN LOUIE SOLOMON	28	MA.RAFAELA MIGUELA JIMENEZ
1	HAZEL SALIBIO	8	MONIQUE IRIS UY	15	JESSICA TOLENADA	22	MARICEL FORTALEZA	29	JEFFREY MAANO
2	HECTOR SALIVIA	9	MAYCHELLE TE	16	DONALD RUISTRO	23	MYLENE BACUS	30	ROMMEL OCZON

NOVEMBER

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
2	NON- WORKING HOLIDAY	9	RAYMUND NIEVA	16	RAUL AGARAN	23	PAUL CLIFFORD MARQUEZ	30	BONIFACIO DAY
3	CRISTELL MAE MANGUBAT	10	RONJIEMELLE RIVERA	17	GLORIA MAGTIBAY	24	MARY JOYCE SALAMAT		
4	HERMANO PULI DAY	11	MERCEDITA LANOT	18	ARLENE TOLENTINO	25	OSCAR DUMA, JR.		
5	JACKQUELINE NUYDA	12	SEDINUELLE AGUILA	19	DANICA MAE JARANILLA	26	MARK ANDREW BERNABE		
6	DESSA MARIE DALMACION	13	ALDREN LIBRANDA	20	MICHELLE DUMA	27	GILBERT ALVA		

DECEMBER

DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE	DATE	IN-CHARGE
		7	EDWIN SIGNO, JR.	14	SARRAH LYNN DIALA	21	ROSALIO FLANCIA	28	NICANOR DELLOSA
1	REGINA MARINO	8	FEAST OF IMMACULATE CONCEPTION	15	MARISSA MARAGAY	22	MILO ALTOVAR	29	MARIANITO RABINA JR.
2	ALMA QUIAMBAO	9	SHERWIN PENAMORA	16	MARINEL OBMERGA	23	EDWIN FORMALEJO	30	RIZAL DAY
3	LEA ABEJO	10	VINCENT LAWRENCE HABITO	17	RENA RODIL	24	NON- WORKING HOLIDAY	31	LAST DAY OF THE YEAR
4	BERNADETH PLACINO	11	ALOJA CANTOS	18	CRISPULO AYALA	25	CHRISTMAS DAY		