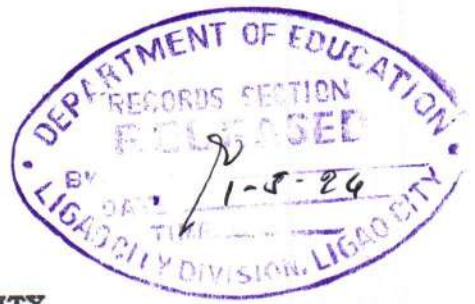


Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

MEMORANDUM

10526004

TO : Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Unit/Section Heads
All SDO personnel

FROM : **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT : **ASSIGNMENT OF OFFICER-OF-THE-DAY IN THE OFFICE**

DATE : January 5, 2026

1. In compliance to the mandate of the Civil Service Commission and the Department of Education which is to provide quality, timely and efficient service to all transacting public, this Office hereby advises the Division/Unit Heads to assign from their unit/section the Officer of the Day to start on January 6, 2026.
2. The schedule will be as follows:
 - a. 1st week of the month – Administrative Services (Cash, Record, Personnel and Supply)
 - b. 2nd week of the month – Finance Unit (Accounting and Budget)
 - c. 3rd week of the month – CID
 - d. 4th week of the month – SGOD
 - e. 5th week of the month – SDS / ASDS Office/ Legal / IT
3. The list of assigned Officer of the Day for the week per unit/section shall be submitted to the Human Resource Management Office for record purposes.
4. It is the responsibility of the division/unit heads to ensure that the front desk is manned from 8:00 am to 5:00 pm. In the event that the assigned Officer of the Day is not available, a substitute from their own unit/division must be installed to ensure continuous service at the front desk.
5. Moreover, the Officer of the Day shall lead the prayers for the day.
6. For the information, guidance and strict compliance of all concerned.