



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

January 15, 2018

DIVISION MEMORANDUM

NO. 38, S. 2018

TO : Assistant Schools Division Superintendent
Chief, CID & SGOD
Division Education Program Supervisors
Section Heads
All Division Personnel

SUBJECT : **OFFICER OF THE DAY SCHEDULE**

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1. This is to inform everyone that starting January 22, 2018, this office is assigning "Officer Of the Day" to be at the Information Desk and observe the following;
 - Be attentive, acknowledge every person coming to the office.
 - SMILE!
 - Establish eye contact
 - Tell them your name
 - Ask how you can help
 - Give the customer your full attention
 - Be polite and courteous
 - Respond when they need you
 - know your customer's business
 - Do what's necessary and beyond.
 - Take those extra steps to keep the customer happy
 - Deliver at the time when service is needed.
 - Behave and act in an ethical manner
 - Keep the customer advised.
 - Identify potential problem areas, solve them, and be able to handle change
 - Deliver what the customer expects
2. Attached is the schedule.
3. For your information and guidance.

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Assistant Regional Director
Concurrent Schools Division Superintendent

/carmi'18

15 JAN 2018

Schedule of Assigned Personnel at Information Disk

DATE	OFFICER OF THE DAY
January 22, 2018	Austero, Francis C
January 23, 2018	Nocete, Alexandra M
January 24, 2018	Pepito, Arlene A
January 25, 2018	Saguban, Izra Faye
January 26, 2018	Tanio, Emily A
Sat & Sun	
January 29, 2018	Chiu, Emilda K
January 30, 2018	Mayagma, Ellen R
January 31, 2018	Quirit, Elizabeth S
February 1, 2018	Bajar, Myrna Roy V
February 2, 2018	Abrasado, Aurora R
Sat & Sun	
February 5, 2018	Bayot, Sheena Lee R
February 6, 2018	Fesarit, Ana Mae C
February 7, 2018	Flores, Pauline Louise A
February 8, 2018	Tamparia, Evalyn A
February 9, 2018	Salimbagat, Florevil Sheba D
Sat & Sun	
February 12, 2018	Uy, Jefferson D
February 13, 2018	Empeso, Cris Angelo
February 14, 2018	Gao-gao, Remylin V
February 15, 2018	Ticon, Alfredo Jr L
February 16, 2018	Cabano, Mammie S
Sat & Sun	

DATE	OFFICER OF THE DAY
February 19, 2018	Dote, Reynald C
February 20, 2018	Currell, Junica Stephanie N
February 21, 2018	Duhaylungsod, Alijane Mae A
February 22, 2018	Reyes, Mayette S
February 23, 2018	Saga, Analou G
Sat & Sun	
February 26, 2018	Sayre, Felix Jr E
February 27, 2018	Suasin, Mae A
February 28, 2018	Valencia, Rock C
March 1, 2018	Diaz, Jian A
March 2, 2018	Omale, Kecylien Je Q
Sat & Sun	
March 5, 2018	Duran, Antonio Ricardo E
March 6, 2018	Pinero, Francisco Jr M
March 7, 2018	Villegas, Eva May C
March 8, 2018	Cubalan, Karen Joy I
March 9, 2018	Alar, Dan P
Sat & Sun	
March 12, 2018	Andalajao, Dennis Charl F
March 13, 2018	Cabajon, Jenith C
March 14, 2018	Cimafranca, Dennis C
March 15, 2018	Empeso, Regina Clarina E
March 16, 2018	Gemina, Joseph R
Sat & Sun	



Schedule of Assigned Personnel at Information Disk

DATE	OFFICER OF THE DAY
March 19, 2018	Macahig, Iryll Mae S
March 20, 2018	Mate, Emma S
March 21, 2018	Ruiz, Marsha, D
March 22, 2018	Grapa, Gigi R
March 23, 2018	Labe, Gina B
Sat & Sun	
March 26, 2018	Laguio, Jesus S
March 27, 2018	Mondonedo, Ma. Jonalin R
March 28, 2018	Paalan, Mauricio Y
March 29, 2018	HOLIDAY
March 30, 2018	HOLIDAY
Sat & Sun	
April 2, 2018	Chiu, Emilida K
April 3, 2018	Mayagma, Ellen R
April 4, 2018	Quirit, Elizabeth S
April 5, 2018	Bajar, Myrna Roy V
April 6, 2018	Abrasado, Aurora R
Sat & Sun	
April 9, 2018	HOLIDAY
April 10, 2018	Velasco, Estela S
April 11, 2018	Sibul, Julie A
April 12, 2018	Nuez, Ester I
April 13, 2018	Pontinela, Renario E

DATE	OFFICER OF THE DAY
April 16, 2018	Calumpang, Eric Exequil
April 17, 2018	Tero, Runi John P
April 18, 2018	Torres, Deodado L
April 19, 2018	Batancia, Ramon C
April 20, 2018	Madia, Antonio L
Sat & Sun	
April 23, 2018	Campoy, Jerry M
April 24, 2018	Celis, Annalee R
April 25, 2018	Barot, Amalia G
April 26, 2018	Yurong, Farren Leign B
April 27, 2018	Enardecido, Rosalie A
Sat & Sun	
April 30, 2018	Cadiente, Marydel C
May 1, 2018	HOLIDAY
May 2, 2018	Trasmonte, Brent John D
May 3, 2018	Quirit, Deanne Beth S
May 4, 2018	Opada, Areen Rybonette Y
Sat & Sun	
May 7, 2018	Besario, Maria Nehmia Y

