



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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December 22, 2015

DIVISION MEMORANDUM

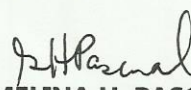
No. 251 s. 2015

To: All SDO Personnel



SCHEDULE OF OFFICER OF THE DAY FOR C.Y. 2016

1. In compliance with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, this Office hereby schedules personnel to act as Officer of the Day effective January 1, 2016.
2. The program is a mechanism to support the attainment of the vision of the Commission to become a Center of Excellence for Human Resource and Organizational Development and assess human resource competencies, systems and practices.
3. The Officer of the Day shall have the following functions and responsibilities:
 - a. Stay at the front desk the whole day during his /her designated schedule;
 - b. Greet and assist persons entering the Schools Division Office, determine nature and purpose of visit and direct them to specific destinations;
 - c. Provide information on the on-going programs and activities of the day; and,
 - d. Inform visitors the whereabouts and availability of the personnel they need to transact with.
4. Attached herewith is the initial list of scheduled officers of the day for January and February 2016. In case of unavailability on designated dates, the assigned personnel shall inform the HRMO of his/her replacement.
5. All Schools Division Office personnel are enjoined to be part of this program.
6. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

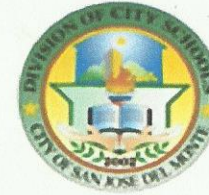


“ Collaborating with our Leaders, Caring for our Learner “





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 Bulacan



SCHEDULE OF OFFICER OF THE DAY FOR THE MONTH OF JANUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HAPPY NEW YEAR	2
3	4 CYNTHIA V. BERDOS	5 RENATO L. IGNACIO	6 ROBESA R. HILARIO	7 MARY ANN M. NEIRA	8 MARLON P. DACLIS	9
10	11 RUBY M. CAGADAS	12 MANUEL P. DELA CRUZ	13 CONRADO O. ABRAHAM	14 SAMUEL S. CARINO	15 BERNADETTE B. ROSAROSO	16
17	18 JENNIFER E. QUINTO	19 URCESIO A. SEPE	20 MANUEL T. CALIBOSO	21 MARIA ELEONOR B. DEL ROSARIO	22 LENY B. DELOS REYES	23
24	25 CORAZON G. IGNACIO	26 ORLANDO D. GONZALES	27 ARTHUR F. FRANCISCO	28 MA. JIMA T. CADIZ	29 ESPERANZA D. CRUZ	30
31						

PREPARED BY:

MANUEL P. DELA CRUZ

Senior Education Program Specialist - HRD

RECOMMENDING APPROVAL:

MARIA CARMEN P. CUENCO, Ed.D.

OIC- Asst. Schools Div. Superintendent

APPROVED BY:

GERMELINA H. PASCUAL, CESO V

Schools Division Superintendent



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SCHEDULE OF OFFICER OF THE DAY FOR THE MONTH OF FEBRUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 EMMANUEL V. DE MESA	2 RENATO L. IGNACIO	3 ROBESA R. HILARIO	4 MARY ANN M. NEIRA	5 SENEB B. JANE	6
7	8 MA. CORAZON P. LOJA	9 MANUEL P. DELA CRUZ	10 CONRADO O. ABRAHAM	11 SAMUEL S. CARINO	12 LYDIA T. VELUNTA	13
14	15 TERESITA S. PADILLA	16 URCESIO A. SEPE	17 MANUEL T. CALIBOSO	18 MARIA ELEONOR B. DEL ROSARIO	19 DOLORES M. LAVILLA	20
21	22 EPIFANIA F. DE LEON	23 ORLANDO D. GONZALES	24 ARTHUR F. FRANCISCO	25 MA. JIMA T. CADIZ	26 CYNTHIA V. BERDOS	27
28	29 MARLON P. DACLIS					

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