



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022- 333

TO : **THROUGH THE SECTION HEADS**  
(Please see attached list)

FROM : **NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
5/15/23

SUBJECT : **DESIGNATION OF DIVISION PUBLIC ASSISTANCE COMPLAINTS  
DESK (PACD)**

DATE : **May 15, 2023**

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1. The Department of Education (DepEd) issues this memo in all concerned division office personnel. The designation of PAC-D aims to improve the frontline services of this division through the provision of delightful customer assistance and faster resolution of concerns received by respective offices.
2. This is in compliance with Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 that aims to streamline the current systems and procedures of government services and Memorandum Circular (MC) No. 2019-002 of the Anti-Red Tape Authority (ARTA) titled Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032.
3. The designated PAC-D shall be:
  - a. Personnel designated to perform the role at the Division office.
  - b. Knowledgeable in the protocols of facilitating the concerns received from the client.

16 MAY 2023



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644



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- c. Tasked to assist resolution and provide feedback if necessary.
4. The Office have assigned the personnel and scheduled date in rendering the service. (Attached thru this memo)
5. For the information and immediate dissemination of this Memorandum is desired.



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**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644

## SCHEDULE OF PAC-D

<b>NAME</b>	<b>DATE</b>
Init, Marivic D.	June 01, 2023
Mira, Elynn C.	June 02, 2023
Amolo, Mark Lester J.	June 05, 2023
Alcala, Marilyn T.	June 06, 2023
Singson, Charlotte Francis T.	June 07, 2023
Bajar, Myrna Roy V.	June 08, 2023
Enardecido, Rosalie A.	June 09, 2023
Austero, Melanie Mae O.	June 13, 2023
Baldado, Melydith P.	June 14, 2023
Besario, Maria Nehmia Y.	June 15, 2023
Gloria, Mary Ruth C.	June 16, 2023
Celis, Annalee R.	June 19, 2023
Chiu, Emilda K.	June 20, 2023
Cadiente, Marydel C.	June 21, 2023
Cabrera, Esan Val T.	June 22, 2023
Samson, Gueia N.	June 23, 2023
Gaddi, Janet L.	June 26, 2023
Mayagma, Ellen R.	June 27, 2023
Chavez, Dennis E.	June 28, 2023
Mananquil, Maria Lovelyn V.	June 29, 2023
Pajuelas, Mark Anthony A.	June 30, 2023

## SCHEDULE OF PAC-D

<b>NAME</b>	<b>DATE</b>
Hababag, Farren Leigh Y.	July 03, 2023
Misamis, Kenneth C.	July 04, 2023
De La Torre, Blanche V.	July 05, 2023
Ruperto, Alexandria N.	July 06, 2023
Quirit, Elizabeth S.	July 07, 2023
Manaban, Deanne Beth Q.	July 10, 2023
Nuez, Ester I.	July 11, 2023
Fesarit, Ana Mae C.	July 12, 2023
Onde, Suzette S.	July 13, 2023
Tero, Runi John P.	July 14, 2023
Mosqueda, Felix III D.	July 17, 2023
Trasmonte, Brent John D.	July 18, 2023
Juntilla, Kathleen Joy U.	July 19, 2023
Cadinas, Roy M.	July 20, 2023
Mira, John Paul C.	July 21, 2023
Pasquil, Arecia B.	July 24, 2023
Balacy, Johanna Lani O.	July 25, 2023
Regalado, Minda E.	July 26, 2023
Bacud, Kecylien Je O.	July 27, 2023
Ruiz, Marsha D.	July 28, 2023
Raagas, Marianne Mae M.	July 31, 2023

## SCHEDULE OF PAC-D

<b>NAME</b>	<b>DATE</b>
Catubay, Maria Suzette N.	August 01, 2023
Velasco, Estela S.	August 02, 2023
Cimafranca, Rosemarie E.	August 03, 2023
Cuajao, Karen I.	August 04, 2023
Tiu, Clint Arthur A.	August 07, 2023
Revidad, Rezalyn M.	August 08, 2023
Campoy, Jerry M.	August 09, 2023
Samson, Kevin B.	August 10, 2023
Saycon, Ireen P.	August 11, 2023
Villarosa, Nicanor Jr. F.	August 14, 2023
Tuballa, Nicko P.	August 15, 2023
Valencia, Lizbeth R.	August 16, 2023
Ventura, Lorefe S.	August 17, 2023
Veriña, Jocelyn V.	August 18, 2023
Caro, Severo	August 22, 2023
Pinero, Francisco Jr. M.	August 23, 2023
Salcedo, Regine	August 24, 2023
Duran, Antonio Ricardo E.	August 25, 2023
Visitacion, Romanito A.	August 29, 2023
Enopia, Florecita G.	August 30, 2023
Villegas, Eva May C.	August 31, 2023