



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 613

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

FROM : **SENEN PRISCILLO P. PAULIN, CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent
12/21/22

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

DATE : **December 20, 2022**

1. The Department of Education (DepEd) issues this memo **to** 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.





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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.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

SCHEDULE OF PAC-D

NAME	DATE
Austero, Melanie Mae O.	January 03, 2023
Baldado, Melydith P.	January 04, 2023
Bajar, Myrna Roy V.	January 05, 2023
Enardecido, Rosalie A.	January 06, 2023
Barot, Amalia G.	January 09, 2023
Chiu, Emilda K.	January 10, 2023
Cadiente, Marydel C.	January 11, 2023
Besario, Maria Nehmia Y.	January 12, 2023
Gloria, Mary Ruth C.	January 13, 2023
Celis, Annalee R.	January 16, 2023
Misamis, Kenneth C.	January 17, 2023
Chavez, Dennis E.	January 18, 2023
Mananquil, Maria Lovelyn V.	January 19, 2023
Samson, Gueia N.	January 20, 2023
Gaddi, Janet L.	January 23, 2023
Mayagma, Ellen R.	January 24, 2023
Fesarit, Ana Mae C.	January 25, 2023
Juntilla, Kathleen Joy U.	January 26, 2023
Onde, Suzette S.	January 27, 2023
Hababag, Farren Leigh Y.	January 30, 2023
Trasmonte, Brent John D.	January 31, 2023

SCHEDULE OF PAC-D

NAME	DATE
Velasco, Estela S.	February 01, 2023
Ruperto, Alexandria N.	February 02, 2023
Pajuelas, Mark Anthony A.	February 03, 2023
Mosqueda, Felix III D.	February 06, 2023
Nuez, Ester I.	February 07, 2023
Regalado, Minda E.	February 08, 2023
Init, Marivic D.	February 09, 2023
Quirit, Elizabeth S.	February 10, 2023
Ragas, Marianne Mae M.	February 13, 2023
Alcala, Marilyn T.	February 14, 2023
De La Torre, Blanche V.	February 15, 2023
Cabrera, Esan Val T.	February 16, 2023
Mira, Elynn C.	February 17, 2023
Tiu, Clint Arthur A.	February 20, 2023
Cadinas, Roy M.	February 21, 2023
Singson, Charlotte Francis T.	February 22, 2023
Bacud, Kecylien Je O.	February 23, 2023
Tero, Runi John P.	February 24, 2023
Asdillo, Melchora Diosdada G.	February 27, 2023
Campoy, Jerry M.	February 28, 2023

SCHEDULE OF PAC-D

NAME	DATE
Catubay, Maria Suzette N.	March 01, 2023
Cimafranca, Rosemarie E.	March 02, 2023
Cuajao, Karen I.	March 03, 2023
Pasquil, Arcia B.	March 06, 2023
Revidad, Rezalyn M.	March 07, 2023
Samson, Kevin B.	March 08, 2023
Saycon, Ireen P.	March 09, 2023
Tuballa, Nicko P.	March 10, 2023
Villarosa, Nicanor Jr. F.	March 13, 2023
Valencia, Lizbeth R.	March 14, 2023
Ventura, Lorefe S.	March 15, 2023
Veriña, Jocelyn V.	March 16, 2023
Visitacion, Romanito A.	March 17, 2023
Mongcopa, Daisymi A.	March 20, 2023
Mecla, Sushila G.	March 21, 2023
Sun, Jechrro S.	March 22, 2023
Paalan, Mauricio Y.	March 23, 2023
Villafranca, Ivone Marie M.	March 24, 2023
Herrera, Amabel A.	March 27, 2023
Caro, Severo	March 28, 2023
Pagasian, Jesse John	March 29, 2023
Sagolili, Phoebe Jean A.	March 30, 2023
Raagas, Jan Kim N.	March 31, 2023