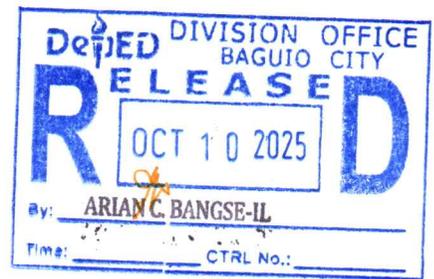




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 10, 2025

OFFICE MEMORANDUM

No. **085, 2025**

**DESIGNATION OF OFFICER OF THE DAY FOR CLIENT SERVICES DUTIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Section/Unit Heads  
All Others Concerned

1. To ensure smooth front desk operations and the delivery of quality client service, an Officer of the Day (OD) will be designated daily to man the front desk and assist clients with general inquiries, appointment coordination, and referrals.
2. The responsibilities of the OD are as follows:
  - a. Greet and assist all walk-in clients in a professional and courteous manner.
  - b. Respond to and direct incoming calls appropriately.
  - c. Ensure clients are properly checked in and referred to the appropriate personnel or office.
  - d. Maintain a clean, organized, and welcoming front desk area.
  - e. Document and promptly report any client concerns or service gaps to the appropriate supervisor or section head.
  - f. Politely request Persons with Disabilities (PWDs) and Senior Citizens (SCs) to wait in the designated waiting area, where the concerned personnel will attend to them. Priority assistance must be provided to ensure their comfort, safety, and convenience.
  - g. Wear a valid ID and the prescribed office uniform or appropriate office attire during OD duty.
3. **The Officer of the Day (OD) is required to be at the front desk from 8:00 AM to 5:00 PM.** Please note that flexi-time arrangements will not apply on the day an employee is assigned as OD. Strict adherence to this schedule is expected to ensure uninterrupted front desk operations and client assistance.
4. The OD schedule for the months of October to December 2025 is attached to this memorandum. Schedules for succeeding months will be posted in the official Group Chat (GC) of SDO personnel.
5. In the event that the assigned OD is unable to perform their duty, it is their responsibility to arrange for a replacement. Failure to do so will result in the OD being held accountable for any issues arising during their assigned shift.
6. For information, guidance, and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

**CARMEL F. MERIS**

OIC-Assistant Schools Division Superintendent

OASDS/CFM/nde





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

<b>DATE</b>	<b>OFFICER OF THE DAY</b>
<b>October</b>	
13	Christorey Simangan
14	Ezra Fiao-ag
15	Judy Paran
16	Lita Conde
17	Aira Onggad
20	Ma. Lorena Galera
21	Shirley Bengao
22	Mary Ann Kidwas
23	Joanna Mae Villareal
24	Mary Okyo
27	Natalie Binayan
28	Leah Rosario
29	Rizza Garcia
30	Chisha Dumalili
<b>November</b>	
3	Loida Durante
4	Daryll Eguia
5	Analyn Jose
6	Jeric Mangmangon
7	Joan Baldo
10	Efryl Adrian Cariño
11	Phoebe Navarette
12	Lilly Mabalot
13	Christopher Oliva
14	Arlani Buccat
17	Augie Pearl Simangan
18	Amil Flamiano
19	Peterson Montemayor
20	Abednigo Ollayan
21	Samuel Bab-anga
24	Gerald Menzi
25	Blenda Loise Balantan
26	Kimberly Yap
27	Aisa Acelyn Dee Torres
28	Raymark Valentino
<b>December</b>	
1	Christorey Simangan
2	Ezra Fiao-ag
3	Judy Paran
4	Lita Conde
5	Aira Onggad
9	Shirley Bengao
10	Mary Ann Kidwas
11	Joanna Mae Villareal
12	Mary Okyo
15	Natalie Binayan
16	Leah Rosario
17	Rizza Garcia
18	Chisha Dumalili
19	Joan Baldo