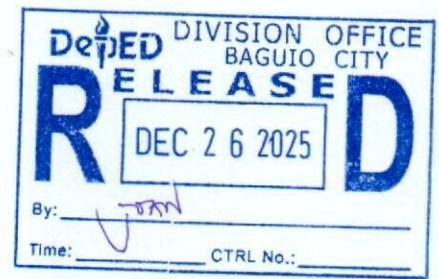




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



December 26, 2025

OFFICE MEMORANDUM
No. **100,2025**

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. In reference to the previous memorandum regarding the designation and responsibilities of the Officer of the Day (OD), this Office informs all concerned of the schedule of employees assigned to serve as Officer of the Day to ensure continuous and efficient front desk operations.
2. **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.
3. The OD schedule for the months of January – June 2026 is attached to this memorandum.
4. **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.**
5. For information, guidance, and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


NIEVES D. EBANIO
Administrative Officer V

OSDS/AS/nde



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

DATE 2026	OFFICER OF THE DAY
January	
5	Arlani Buccat
6	Augie Pearl Simangan
7	Cliftone Bangse-il
8	Samuel Bab-anga
9	Amil Flamiano
12	Chisha Dumalili
13	Aira Onggad
14	Shirly Bengao
15	Ezra Fiao-ag
16	Judy Paran
19	Loida Durante
20	Daryll Eguia
21	Shaneya Jane Moyamoy
22	Leah Rosario
23	Rizza Garcia
26	Jeric Mangmangon
27	Analyn Jose
28	Efryl Adrian Cariño
29	Natalie Binayan
30	Joan Baldo
February	
2	Christorey Simangan
3	Vima Cadungog
4	Arian Bangse-il
5	Ma. Louella Moncada
6	Maria Milagrosa Galera
9	Jocelyn Coldeg
10	Olivia Gomez
11	Phoebe Navarette
12	Lilly Mabalot
13	Christopher Oliva
16	Gerald Menzi
17	Blenda Loise Balantan
18	Kimberly Yap
19	Chayla Macario
20	Aisa Acelyn Dee Torres
23	Peterson Montemayor
24	Leigh Yan Verona
25	
26	Jordan Gas-ib
27	Chester Washington Bayao
March	
2	Joanna Mae Villareal
3	Lita Conde
4	Mary Ann Kidwas
5	Mary Okyo
6	Raymark Valentino
9	Jimmy Santos
10	Asuncion Saguid
11	Harris Dizon



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

12	Nieves D. Ebanio
13	Belen Tomin
16	Juliet piok
17	Jovelyn Petra Balantin
18	Annette Doyaoen
19	Lilibeth Degsi
20	
23	Arlani Buccat
24	Augie Pearl Simangan
25	Cliftone Bangse-il
26	Samuel Bab-anga
27	Amil Flamiano
30	Chisha Dumalili
31	Aira Onggad
April	
6	Shirly Bengao
7	Ezra Fiao-ag
8	Judy Paran
9	
10	Loida Durante
13	Daryll Eguia
14	Shaneya Jane Moyamoy
15	Leah Rosario
16	Rizza Garcia
17	Jeric Mangmangon
20	Analyn Jose
21	Efryl Adrian Cariño
22	Natalie Binayan
23	Joan Baldo
24	Christorey Simangan
27	Vima Cadungog
28	Arian Bangse-il
29	Ma. Louella Moncada
30	Maria Milagrosa Galera
May	
4	Jocelyn Coldeg
5	Olivia Gomez
6	Phoebe Navarette
7	Lilly Mabalot
8	Christopher Oliva
11	Gerald Menzi
12	Blenda Loise Balantan
13	Kimberly Yap
14	Chayla Macario
15	Aisa Acelyn Dee Torres
18	Peterson Montemayor
19	Leigh Yan Verona
20	Jordan Gas-ib
21	Chester Washington Bayao
22	Joanna Mae Villareal
25	Lita Conde
26	Mary Ann Kidwas
27	
28	Mary Okyo



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

	29	<i>Raymark Valentino</i>
June		
	1	<i>Jimmy Santos</i>
	2	<i>Asuncion Saguid</i>
	3	<i>Harris Dizon</i>
	4	<i>Nieves D. Ebanio</i>
	5	<i>Belen Tomin</i>
	8	<i>Juliet piok</i>
	9	<i>Jovelyn Petra Balantin</i>
	10	<i>Annette Doyaoen</i>
	11	<i>Lilibeth Degsi</i>
	12	
	15	<i>Arlani Buccat</i>
	16	<i>Augie Pearl Simangan</i>
	17	<i>Cliftone Bangse-il</i>
	18	<i>Samuel Bab-anga</i>
	19	<i>Amil Flamiano</i>
	22	<i>Chisha Dumalili</i>
	23	<i>Aira Onggad</i>
	24	<i>Shirly Bengao</i>
	25	<i>Ezra Fiao-ag</i>
	26	<i>Judy Paran</i>
	29	<i>Loida Durante</i>
	30	<i>Daryll Equia</i>