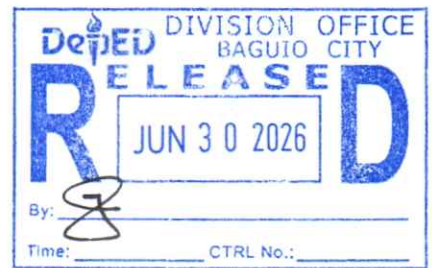




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



June 30, 2026

OFFICE MEMORANDUM

No. **051-2026**

**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 July-December 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

OSDS/AS/nde



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

<b>DATE 2026</b>		<b>OFFICER OF THE DAY</b>	
<b>July</b>	6	Peterson Montemayor	
	7	Samuel Bab-anga	
	8	Alona Imper	
	9	Chrisha Dumalili	
	10		
	13	Aira Onggad	
	14	Shirly Bengao	
	15	Ezra Fiao-ag	
	16	Judy Paran	
	17		
	20	Loida Durante	
	21	Daryll Eguia	
	22	Shaneyya Jane Moyamoy	
	23	Lourdelyn Garcia	
	24		
	27	Rizza Garcia	
	28	Jeric Mangmangon	
	29	Analyn Jose	
	30	Efryl Adrian Cariño	
	31		
	<b>August</b>	3	Natalie Binayan
		4	Joan Baldo
		5	Christorey Simangan
		6	Vima Cadungog
7			
10		Arian Bangse-il	
11		Ma. Louella Moncada	
12		Maria Milagrosa Galera	
13		Mary Joan Channas	
14			
17		Olivia Gomez	
18		Phoebe Navarette	
19		Lilly Mabalot	
20		Christopher Oliva	
21			
24		Gerald Menzi	
25		Blenda Loise Balantan	
26		Kimberly Yap	
27		Chayla Macario	
28			
<b>September</b>	2	Leigh Yan Verona	
	3	Aisa Acelyn Dee Torres	
	4		
	7	Jeahlyn Dumag	
	8	Joanna Mae Villareal	
	9	Lita Conde	
10	Mary Ann Kidwas		



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	11	
14		Jet Tinangag
15		Raymark Valentino
16		Jimmy Santos
17		Asuncion Saguid
18		
	21	Vincent Luis
	22	Nieves D. Ebanio
	23	Belen Tomin
	24	Juliet Piok
	25	
28		Jovelyn Petra Balantin
29		Leah Rosario
30		Julien Baguilat
<b>October</b>	1	Arlani Buccat
	2	
	5	Augie Pearl Simangan
	6	Cliftone Bangse-il
	7	Samuel Bab-anga
	8	Alona Imper
	9	
12		Chrisha Dumalili
13		Aira Onggad
14		Shirly Bengao
15		Ezra Fiao-ag
16		
	19	Judy Paran
	20	Loida Durante
	21	Daryll Eguia
	22	Shaneya Jane Moyamoy
	23	
26		Leah Rosario
27		Rizza Garcia
28		Jeric Mangmangon
29		Analyn Jose
30		
<b>November</b>	2	Efryl Adrian Cariño
	3	Natalie Binayan
	4	Joan Baldo
	5	Christorey Simangan
	6	
9		Vima Cadungog
10		Arian Bangse-il
11		Ma. Louella Moncada
12		Maria Milagrosa Galera
13		
	16	Lee Mar Kisse
	17	Olivia Gomez



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	18	<i>Phoebe Navarette</i>
	19	<i>Lilly Mabalot</i>
	20	
23		<i>Christopher Oliva</i>
24		<i>Gerald Menzi</i>
25		<i>Julien Baguilat</i>
26		<i>Kimberly Yap</i>
27		
	30	<i>Chayla Macario</i>
<b>December</b>	1	<i>Aisa Acelyn Dee Torres</i>
	2	<i>Peterson Montemayor</i>
	3	<i>Leigh Yan Verona</i>
	4	
7		<i>Jordan Gas-ib</i>
8		<i>Chester Washington Bayao</i>
9		<i>Joanna Mae Villareal</i>
10		<i>Lita Conde</i>
11		
	14	<i>Mary Ann Kidwas</i>
	15	<i>Mary Okyo</i>
	16	<i>Raymark Valentino</i>
	17	<i>Jet Tinangag</i>
	18	
21		<i>Wenny Sapdoy</i>
22		<i>Leah Rosario</i>
23		<i>Efryl Adrian Cariño</i>

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