



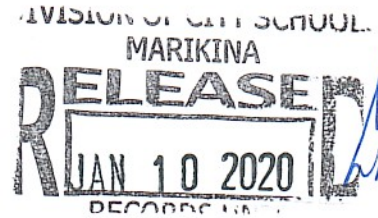
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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MEMORANDUM

TO : ALL CONCERNED
SUBJECT : PUBLIC ASSISTANCE DESK
DATE : January 6, 2020



Please see attached Memorandum dated December 23, 2019, signed by the Acting City Administrator / City Personnel Officer, **JANET S. OBISPO**, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.


SHERYLL T. SAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent




Republic of the Philippines
CITY OF MARIKINA
 CITY PERSONNEL OFFICE

December 23, 2019

MEMORANDUM

FOR : All Concerned

SUBJECT : **PUBLIC ASSISTANCE DESK**

SCHOOLS DIVISION OFFICE
 Marikina City
 RECORDS UNIT
RECEIVED
 DEC 26 2019
 Date: _____ Time: 10:05
 By: 

19-1451


In response to the urgent need to eliminate red tape and improve frontline service delivery, the Thirteenth Congress enacted on June 2, 2007 Republic Act No. 9485, otherwise known as the “**Anti-Red Tape Act of 2007**”.

Section 5 of Rule VI of said Act states: Each office or agency shall establish a Public Assistance/Complaints Desk in all their offices, where an officer or employee knowledgeable on frontline services shall at all times be available for consultation and advice. The desk shall be attended to even during break time.

In this regard, the following employees are directed to man the **Public Assistance Desk** fronting the Freedom Park on dates opposite their names:

NAME	OFFICE	DATE
1. Salvador Narra	P.I.O.	Jan. 2, 2020
2. Ma. Eleanor Regondola	Bikeways	Jan. 3
3. Jennifer Dumlao	C.R.O.	Jan. 6
4. Raquel San Jose	C.R.O.	Jan. 7
5. Neila dela Cruz	C.H.O.	Jan. 8
6. Ma. Catalina Nepomuceno	C.H.O.	Jan. 9
7. Aldrina Joy Q. Argao	Hotel	Jan. 10
8. Mary Joyce Baladjay	C.S.W.D.O.	Jan. 13
9. Donnalyn S. Cruz	Dep-Ed.	Jan. 14
10. Madonna Go	M.S.O.	Jan. 15
11. John Michael de Guzman	C.V.S.O.	Jan. 16
12. Edwin Anojan	Market	Jan. 17
13. Mary Linda Villanueva	C.O.A.	Jan. 20
14. Patrick Tango	COMELEC	Jan. 21
15. Leilani Samson	G.S.O.	Jan. 22
16. Aideliza Mendoza	Accounting	Jan. 23
17. Lindo Aristedis	C.R.O.	Jan. 24
18. Rosalie Manuel	Tourism	Jan. 27
19. Angelie Charmaine Vasquez	Prosecutor's	Jan. 28
20. Ralph Dominic Olofernes	Procurement	Jan. 29
21. Rastica Clarito	LR/PESO	Jan. 30
22. Joel T. Placer Jr.	M.S.O.	Jan. 31

For strict compliance:


JANET S. OBISPO
 Acting City Administrator/
 Personnel Officer



LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1500 TEL. NOS.: 646-2360 TO 65 LOCAL 205; TELEFAX: 646-0365
 Email Address: www.marikina.gov.ph