



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 OCT 2020

DIVISION MEMORANDUM  
No. 258 s. 2020

**SCHEDULE OF SDO PERSONNEL TO SERVE AS INFORMATION  
AND HELP DESK OFFICER**

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Unit/Section  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Memorandum OU-LAPP No. 0-229, s. 2020 entitled, **GENERAL GUIDELINES ON THE JOINT IMPLEMENTATION OF THE 2020 BRIGADA ESKWELA AND OPLAN BALIK-ESKWELA**, this office announces its explicit support to "Bayanihan sa Paaralan" which promotes sustainable and safe living and also highlights the application of knowledge and convergence of efforts to address health and social issues at home, in school, and in the community, relative to the new normal.
2. Relative to this, this office announces the active operation and service of the SDO Oplan Balik Eskwela Information and Action Center (OBEIAC), which shall compose not only of the select core OBEIAC (See attached List), but likewise of the rest of the plantilla-item SDO personnel.
3. The Information and Help Desk Officer (**IHDO**) of the Day (Half Day only) shall address queries and or requests from customers and shall serve as the communicator between them and the SDO Personnel whom they needed to see, in a timely, relevant, and professional manner. It is also expected that he/she facilitates the answering of the feedback form after the customer/s have had their concerns addressed.
4. It is advised that **IHDO-of-the-Day** (See attached schedule) affixes his/her signature on the attendance sheet, and in cases when equally important concern needed to be addressed on the day of assignment, internal arrangement shall be done prior to leave of absence.
5. Wide dissemination of and strict compliance with this Memorandum is desired.

**ANIANO M. OCAYON, CESO V**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>





**MEMBERS OF THE SDO OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER (SDO-OBEIAC) AND THEIR CONTACT NUMBERS**

Members of OBEIAC	Contact Number
EDWIN R. RODRIGUEZ	91712203250
IMELDA C. RAYMUNDO	9171660585
CONRADO C. GABARDA	9081998277
CHRISTIAN BABLES	9428119337
MARIA CORAZON A. BORBON	9175071780
MARIFE R. LAGAR	9173180772
JOAN KATHILEEN T. BRIZUELA	9288239947
LUZVIMINDA E. SALUDARES	9561798379
JAYPEE A. ESCOBAR	9091145832
<b>OBEIAC HOTLINE</b>	<b>(042) 710-0329</b>

**SCHEDULE OF INFORMATION AND HELP DESK OFFICER (IHDO)**

No.	NAME OF PERSONNEL	DATE	TIME
1	Marife R. Lagar	October 08,2020	Morning (8:00-12:00)
2	Maria Corazon A. Borbon	October 08,2020	Afternoon (1:00-5:00)
3	Joan Kathleen T. Brizuela	October 09,2020	Morning (8:00-12:00)
4	Fideliza V. Lucas	October 09,2020	Afternoon (1:00-5:00)
5	Luzviminda E. Saludares	October 12,2020	Morning (8:00-12:00)
6	Nicole May R. Lagar	October 12,2020	Afternoon (1:00-5:00)
7	Francheska Q. Zagala	October 13,2020	Morning (8:00-12:00)
8	Jaypee A. Escobar	October 13,2020	Afternoon (1:00-5:00)
9	Connie S. Sia	October 14,2020	Morning (8:00-12:00)
10	Jedd P. Aguilar	October 14,2020	Afternoon (1:00-5:00)
11	Alelie A. Padillo	October 15,2020	Morning (8:00-12:00)
12	Mariles F. Contreras	October 15,2020	Afternoon (1:00-5:00)
13	Richelle F. Quintero	October 16,2020	Morning (8:00-12:00)
14	Mildred Z. Galleno	October 16,2020	Afternoon (1:00-5:00)
15	Sherwin C. Quesea	October 19,2020	Morning (8:00-12:00)
16	Georgia P. Talabong	October 19,2020	Afternoon (1:00-5:00)
17	Sancho C. Calatrava	October 20,2020	Morning (8:00-12:00)
18	Louie L. Fullido	October 20,2020	Afternoon (1:00-5:00)
19	Christian J. Bables	October 21,2020	Morning (8:00-12:00)
20	Joseph Jay U. Aureada	October 21,2020	Afternoon (1:00-5:00)
21	Teofila A. Ocumin	October 22,2020	Morning (8:00-12:00)
22	Generosa F. Zubieta	October 22,2020	Afternoon (1:00-5:00)
23	Edna E. Eclavea	October 23,2020	Morning (8:00-12:00)
24	Beatrice B. Salazar	October 23,2020	Afternoon (1:00-5:00)
25	Ermelo A. Escobinas	October 26,2020	Morning (8:00-12:00)
26	Jobelle L. Maningas	October 26,2020	Afternoon (1:00-5:00)
27	Pazzyla Lydda A. Cabalsa	October 27,2020	Morning (8:00-12:00)
28	Kendrick C. Cabriga	October 27,2020	Afternoon (1:00-5:00)

29	Natalio A. Panganiban	October 28,2020	Morning (8:00-12:00)
30	Ma Jobelle M. Malijan	October 28,2020	Afternoon (1:00-5:00)
31	Juslyn Rose F. Sanchez	October 29,2020	Morning (8:00-12:00)
32	Claribel C. Rada	October 29,2020	Afternoon (1:00-5:00)
33	Frederick M. Bulandos	October 30,2020	Morning (8:00-12:00)
34	Marilou C. Cuaterno	October 30,2020	Afternoon (1:00-5:00)
35	Joyce Ann P. Limbo	November 3,2020	Morning (8:00-12:00)
36	Frances Thea T. Javal	November 3,2020	Afternoon (1:00-5:00)
37	Marinel R. Jamilano	November 4,2020	Morning (8:00-12:00)
38	Cleotilde R. Cabriga	November 4,2020	Afternoon (1:00-5:00)
39	Rosemarie E. Morales	November 5,2020	Morning (8:00-12:00)
40	Charlene R. Rago	November 5,2020	Afternoon (1:00-5:00)
41	Jerick C. Reyes	November 6,2020	Morning (8:00-12:00)
42	Jeanette M. Buera	November 6,2020	Afternoon (1:00-5:00)
43	Juanito D. Domirez	November 9,2020	Morning (8:00-12:00)
44	Armeen Krystel F. Zubieta	November 9,2020	Afternoon (1:00-5:00)
45	Grashiela L. Hernandez	November 10,2020	Morning (8:00-12:00)
46	Jennelyn M. Mirandilla	November 10,2020	Afternoon (1:00-5:00)
47	Ronnie M. Rosales	November 11,2020	Morning (8:00-12:00)
48	Ferex O. Zafranco	November 11,2020	Afternoon (1:00-5:00)
49	Joy Liwayway O . Aguila	November 12,2020	Morning (8:00-12:00)
50	Kathleen J. Dazo	November 12,2020	Afternoon (1:00-5:00)
51	Maria Elizabeth S. Pastrana	November 13,2020	Morning (8:00-12:00)