



SPECIAL ORDER No. 011 d
Series of 2023

SUBJECT : Designation as Customer Service Officer

EFFECTIVITY : February 01 to February 28, 2023

DATE : January 31, 2023

Under **Section 2 of Administrative Order No. 241**, mandating the speedy implementation of **Republic Act No. 9485**, otherwise known as the **Anti-Red Tape Act of 2007**, all government agencies are required to establish in their respective offices a **Public Assistance and Complaints Desk**. Moreover, it shall develop a scheme within its office to ensure that the **Public Assistance Desk** shall be attended to at all times.

In compliance to the above order and in the interest of public service, the office will be establishing its **Public Assistance and Complaints Desk (PACD)** and the following staff and personnel are scheduled to serve as **Customer Service Officers**. They shall task to manage the **PACD** from **Mondays to Fridays**, except holidays and following the given schedule below:

Date	Name of Staff / Personnel
FEBRUARY 01, 2023 (WEDNESDAY)	KALI, ZAINAL D.
FEBRUARY 02, 2023 (THURSDAY)	ABDULLAH, NURHUDA
FEBRUARY 03, 2023 (FRIDAY)	ABDUL, BINHAZER D.
FEBRUARY 06, 2023 (MONDAY)	KABUNTALAN, NUKMADIN
FEBRUARY 07, 2023 (TUESDAY)	MASTUR, TUNGKO A.
FEBRUARY 08, 2023 (WEDNESDAY)	DEMALEN, SABEREEN FARRAH D.
FEBRUARY 09, 2023 (THURSDAY)	PALAO, RAHIB S.
FEBRUARY 10, 2023 (FRIDAY)	ABDULLAH, ABDULRAHIM "Kim"
FEBRUARY 13, 2023 (MONDAY)	MOHAMMAD, SALMAN
FEBRUARY 14, 2023 (TUESDAY)	UMIPIG, KEVIN ANDRE
FEBRUARY 15, 2023 (WEDNESDAY)	LUMAMBAS, PINKY
FEBRUARY 16, 2023 (THURSDAY)	DIMATINGKAL, SITTIE D.
FEBRUARY 17, 2023 (FRIDAY)	AKMAD, MOHALIDEN T.