



SPECIAL ORDER No. 056
Series of 2023

SUBJECT : Designation as Customer Service Officer

EFFECTIVITY : September 01 to September 30, 2023

DATE : August 31, 2023 / 14 Safar 1445 AH

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
SEPTEMBER 04, 2023 (MONDAY)	GUIALON, MUSMAIRA A.
SEPTEMBER 11, 2023 (MONDAY)	
SEPTEMBER 18, 2023 (MONDAY)	
SEPTEMBER 25, 2023 (MONDAY)	
SEPTEMBER 05, 2023 (TUESDAY)	MIDTIMBANG, NASRULLAH
SEPTEMBER 12, 2023 (TUESDAY)	
SEPTEMBER 19, 2023 (TUESDAY)	
SEPTEMBER 26, 2023 (TUESDAY)	
SEPTEMBER 06, 2023 (WEDNESDAY)	LUMAMBAS, PINKY
SEPTEMBER 13, 2023 (WEDNESDAY)	
SEPTEMBER 20, 2023 (WEDNESDAY)	
SEPTEMBER 27, 2023 (WEDNESDAY)	

