

Public Assistance Desk Schedule (2026)

NAME OF PERSONNEL	POSITION	DAY AND TIME
MONDAY		
Rosales, Vincent Jude Q.	ADAS III (ADMIN)	7:30 am – 9:30 am
Sinogo, Vanessa U	ADAS III (PAYROLL)	9:30 am – 11:30 am
Ted, Aurellado	ADAS III (SGOD)	11:30 am – 1:30 pm
Alviar, Nenita	ADA VI (PAYROLL)	1:30 pm – 3:30 pm
Gandeza, Rosjayne Mey	ADAS III (Accounting)	3:30 pm – 5:30 pm
TUESDAY		
Pila, Winston	ADAS III (CID)	7:30 am – 9:30 am
Ramos, Ruth	ADAS III (ACCOUNTING)	9:30 am – 11:30 am
Portugal, CJ	ADA VI (HR)	11:30 am – 1:30 pm
Domingo, Jason	ADA VI (HR)	1:30 pm – 3:30 pm
Paz, Milagros	ADAS III (ACCOUNTING)	3:30 pm – 5:30 pm
WEDNESDAY		
Ted, Aurellado	ADAS III (SGOD)	7:30 am – 9:30 am
Sinogo, Vanessa	ADAS III (PAYROLL)	9:30 am – 11:30 am
Frio, Dianne	ADAS I (CASH)	11:30 am – 1:30 pm
Alejo, Jinky Joy	ADAS III (Budget)	1:30 pm – 3:30 pm
Corpuz, Grace	ADAS III (ACCOUNTING)	3:30 pm – 5:30 pm
THURSDAY		
Flandez, Giro Anthony	ADA VI (Supply)	7:30 am – 9:30 am
Domingo, Jason	ADA VI (HR)	9:30 am – 11:30 am
Adriatico, Jannie Armie	ADAS III (HR)	11:30 am – 1:30 pm
Corpuz, Grace	ADAS III (ACCOUNTING)	1:30 pm – 3:30 pm
Portugal, CJ	ADA VI (HR)	3:30 pm – 5:30 pm
FRIDAY		
Ancheta, Lloyd	ADAS III (HR)	7:30 am – 9:30 am
Ramos, Ruth	ADAS III (ACCOUNTING)	9:30 am – 11:30 am
Alejo, Jinky Joy	ADAS III (Budget)	11:30 am – 1:30 pm
Alviar, Nenita	ADA VI (Payroll)	1:30 pm – 3:30 pm
Paeta, Adelmarr	ADAS III (Accounting)	3:30 pm – 5:30 pm

Prepared By:

Reviewed By:

Noted By:

VINCENT JUDE Q. ROSALES
Administrative Assistant III

ATTY. KIM R. TAGORDA
Administrative Officer V

VILMA D. EDA, CESO V
Schools Division Superintendent

