



DepEd – DIVISION OF QUEZON


Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Sherwin Vargas – Cagbalete INHS, Mauban South
Peter Andrew Regencia – Catanauan NHS, Catanauan I
Caridad Grimaldo – Talipan NHS, Pagbilao I
Feliza Quevada – Quezon NHS
Rianne Tiñana – Sampaga ES, San Antonio
Rexter Anda – Villa Perez ES, Gumaca West
Josephine Arquiza – Bukal Sur ES, Candelaria West
Herbert Perez – Infanta CS, Infanta



FROM: MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: Meeting on the Preparation of Inventory and Updating of Citizen's Charter of Frontline Services for School Level

DATE : August 1, 2019

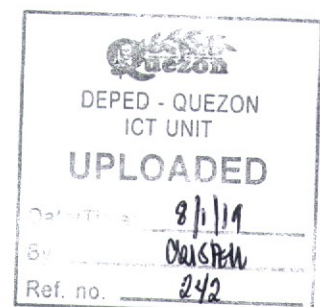
In line with the inventory and submission of updated citizen's charter of frontline services at the school level, you are hereby advised to attend a meeting on August 2, 2019, 8:30 AM at the Division Training Center. Please see attached Travel Order.

Travel and other incidental expenses shall be charged against local fund/school MOOE subject to the usual accounting and auditing rules and regulations.

Attendance is a must.

parmjdf08/01/2019

DEPEDQUEZON-TM-SDS-04-010-001



Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629

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Registration Number:
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AUTHORITY TO TRAVEL (within the Division – for Field Office use)

Document Tracking No.: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

SHERWIN VARGAS - CAGBALETE INHS, MAUBAN SOUTH
PETER ANDREW REGENCIA - CATANAUAN NHS, CATANAUAN I
CARIDAD GRIMALDO - TALIPAN NHS
FELIZA QUEVADA - QUEZON NHS
RIANNE TIÑANA - SAMPAGA ES, SAN ANTONIO
REXTER ANDA - VILLA PEREZ ES, GUMACA WEST
JOSEPHINE ARQUIZA - BUKAL SUR ES, CANDELARIA WEST
HERBERT PEREZ - INFANTA CS, INFANTA

PURPOSE: Meeting on the Preparation of Inventory and Updating of Citizen's Charter of Frontline Services for School Level

DESTINATION: TRAINING CENTER, DEPED DIVISION OFFICE, TALIPAN QUEZON

PERIOD OF TRAVEL: August 2, 2019

TRAVEL IS ON:

1. ☒ Official Business

☐ Cash Advance

☒ Reimbursement

2. ☐ Official Time

(NO EXPENSE to be incurred by the
Division Office/School)

SOURCE OF FUND:

(if on Official Business)

☐ Division Fund

☐ LSB Fund

☒ School MOOE

☐ Others (Pls. specify)

ESTIMATED EXPENSE/S:

Registration Fee: enter text.

Transportation: enter text.

Travel Allowance: enter text.

On Travel Time only

Full Allowance

TOTAL ESTIMATED EXPENSES: type here.

REQUESTED BY:

MARBIN JERAMIL D. FRAGATA

Planning Officer III

RECOMMENDING APPROVAL:

[Click or tap here to enter text.](#)

(PSDS)

APPROVED BY:

GERLIE M. ILAGAN

ASDS In-Charge

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