



## DepEd – DIVISION OF QUEZON

Sitio Fort, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### Unnumbered Memorandum

To: All District Supervisors  
Coordinating Principals  
Elementary School Heads  
Secondary School Heads  
OICs/TICs  
All Concerned Personnel

From:   
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent

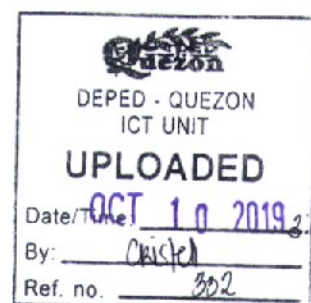
Subject: **SUBMISSION OF REQUIREMENT FOR THE CHANGE OF NAME ON TIME**

Date: **October 9, 2019**

This office would like to call the attention of all personnel (teaching and non-teaching) to submit necessary documents to update their marital status/change of name due to marriage, death, separation or whatever legal means it may deemed necessary.

These steps would minimize and/or avoid discrepancies of personnel records in the Division Office and other collecting agencies of the Department of Education.

For strict compliance and appropriate action.



Admmda10/9/19  
DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629



This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.