



## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbileo, 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:** Darwin L. Villaflor, *PSDS*, Guinayangan South District  
Isagani H. Matibag, *PSDS*, Tagkawayan District II  
Aurea P. Evasco, *Principal III*, Binulasan Integrated School  
Darrel C. Vidal, *TIC*, Batangan NHS  
Marnita G. Banderada, *Principal I*, Burdeos NHS  
All Others Concerned

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

**SUBJECT:** Reminder for Submission of Documents for Processing

**DATE :** October 15, 2019

It is observed that documents for processing submitted to this office have *incomplete requirements* and *incorrect format/template*. Rate of compliance shall be monitored and this will surely affect the performance of your school/district and the division as a whole.



In connection with this observation, this office advised all concerned personnel to submit the documents for processing with *complete requirements* based on the checklist and *correct format/template* as shown in the link below:

**[tinyurl.com/quezonisotemplate](http://tinyurl.com/quezonisotemplate)**

For strict compliance and appropriate action.

sdsacc10/15/2019

DEPEDQUEZON-TM-SDS-04-010-001

	
DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	OCT 16 2019
By:	 2:08pm
Ref. no.	34

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**





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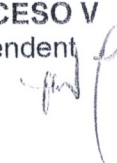
Registration Number:  
QAC/R63/0216

### 1<sup>st</sup> Indorsement

October 7, 2019

Respectfully returned to **Mr. ISAGANI H. MATIBAG**, Public Schools District Supervisor of Tagkawayan District II, Tagkawayan, Quezon the hereto attached documents for reclassification of **Ms. Josefa T. De Mesa** for Head Teacher III without action, pending submission of the following:

- Authenticated Transcript of Records for MA
- Additional Equivalent Record Form (2 original)

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

perfbf10/07/2019

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### 1<sup>st</sup> Indorsement

October 7, 2019

Respectfully returned to **Mr. DARWIN L. VILLAFLO**R, Public Schools District Supervisor of Guinayangan South District, Guinayangan, Quezon the herein request for approval of Notice of Step Increment for 2019 without action.

Please see the indicated corrections for your reference.

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

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### 1<sup>st</sup> Indorsement

October 07, 2019

Respectfully returned to **MS. NOVELYN A. SOLLESTRE, Teacher I** through the Principal I of Burdeos National High School, Burdeos, Quezon, the herein request for Change of Name without action, pending submission of Updated BIR 2305 and please use the revised Standard Format/Template for Special Order, as per attached herewith.

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

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IAS-ANZ



Registration Number:  
QAC/R63/0216

### 1<sup>st</sup> Indorsement

October 07, 2019

Respectfully returned to **MS. IRISH R. DELOS SANTOS, Teacher I** through the Principal III of Binulasan Integrated School, Infanta, Quezon, the herein request for Change of Name without action.

Please use the revised Standard Format/Template for Special Order, as per attached herewith.

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

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### 1<sup>st</sup> Indorsement

October 07, 2019

Respectfully returned to **MS. ROCHELLE A. ASTOVEZA, Teacher I** through the Head Teacher III of Batangan National High School, General Nakar, Quezon, the herein request for Change of Name without action.

Please use the revised Standard Format/Template for Special Order, as per attached herewith.

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

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### 1<sup>st</sup> Indorsement

October 07, 2019

Respectfully returned to **MS. MARIA CRIS ANN E. ESTRERA, Teacher I** through the Principal III of Binulasan Integrated School, Infanta, Quezon, the herein request for Change of Name without action, pending submission of latest payslip.

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

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### 1<sup>st</sup> Indorsement

October 08, 2019

Respectfully returned to **MS. LUCENA V. CLARIANES**, Teacher II through the Head Teacher III of Batangan National High School, General Nakar, Quezon, the herein documents for promotion from Teacher II to Teacher III without action, pending submission of:

- Certification of Performance Rating (2 latest consecutive performance) (2 original)
- Recent passport size picture with complete and handwritten name tag and signature over printed name in the Personal Data Sheet

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



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### 1<sup>st</sup> Indorsement

October 08, 2019

Respectfully returned to **MS. YOLANDA S. ADORNADO**, Teacher I through the Head Teacher III of Batangan National High School, General Nakar, Quezon, the herein documents for promotion from Teacher I to Teacher II without action, pending submission of:

- Certification of Performance Rating (2 latest consecutive performance) (2 original)
- Recent passport size picture with complete and handwritten name tag and signature over printed name in the Personal Data Sheet
- Position Description Form (no signature of School Head)

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