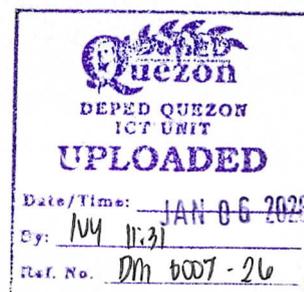




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

**DIVISION MEMORANDUM**  
DM No. 0007, s. 2026

**REQUEST FOR THE ASSISTANCE IN SORTING OF LEARNING ACTIVITY SHEETS (LASs) AND LIQUIDATION REPORTS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In view of the need to expedite the processing and sorting of Learning Activity Sheets (LASs) and Liquidation reports, this Office requests the following utility personnel to report to the Division Office on January 6-9, 2026, to wit:

No.	NAME	SCHOOL
1.	Randy Glorioso	Pagbilao Central ES
2.	Antonio T. Elfa, Jr.	Pagbilao West ES
3.	Regie Inoc	Bigo ES
4.	Kal Mark G. Garbulo	Bukal ES
5.	Arnold S. Ayala	Mapagong-Alupaye ES
6.	Adrian Encina	Parang-Pinagbayanan ES
7.	Rommel C. Tinamisan	Pagbilao East ES
8.	Harry E. Galeon	Bantigue ES
9.	Gonzalo Jaranilla, Jr.	Talipan NHS
10.	Rolando Roperez	
11.	Edna Pastrana	
12.	Ronald Quilingan	Talipan ES

2. Travel expenses shall be charged to School Maintenance and Other Operating Expenses (MOOE) or local funds subject to the usual accounting and auditing procedures.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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3. Immediate and wide dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Supgda01/05/2026

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