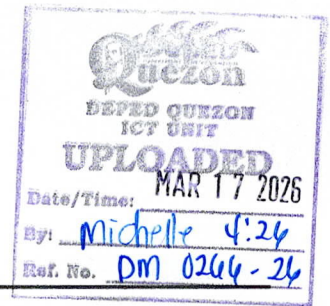




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 March 2026

DIVISION MEMORANDUM

No. 0264, s. 2026

**ADDENDUM TO DIVISION MEMORANDUM 0232 S. 2026 - DIVISION TRAINING ON
 COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR
 NON-TEACHING STAFF**

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

1. In reference to Division Memorandum No. 0232, s. 2026 titled **“DIVISION TRAINING ON COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF,”** this Office announces the additional members of the technical working committee to the said activity.
2. The following personnel are hereby included in the list of technical working committee:

Name	Position
Jayson A. Magnaye	Head Teacher I
Rey Mark R. Raby	Principal I

2. In addition, the non-teaching personnel who will render their service on March 20, 2026, which is declared a regular holiday in observance of Eid’l Fitr, shall be entitled to compensatory time off (CTO) in accordance with existing DepEd guidelines and Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2015 titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

DEPEDQUEZON-TM-SDS-04-009-003





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3. All other items in the memorandum shall remain in effect.

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgodhrd03/16/2026
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