



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



DepEd Quezon  
ICT Unit  
UPLOADED

Date/Time: **January 17, 2023**  
By: **Cristell 11:01PM**  
Ref. No.: **DM 028, s. 2023**


**DIVISION MEMORANDUM**  
DM No. **028**, s. 2023

13 January 2023

**CONDUCT OF TECHNICAL ASSISTANCE ON THE UPDATING OF SERVICE RECORD OF  
DEPED QUEZON PERSONNEL FOR THE SELECTED NON-TEACHING PERSONNEL**

**To: Assistant Schools Division Superintendents  
Elementary and Secondary School Heads  
Administrative Officer V  
Administrative Officer IV/ HRMO II  
Selected Non-Teaching Personnel  
All Concerned**

1. This office announces the Conduct of Technical Assistance on the Updating of Service Record of DepEd Quezon Personnel for the Selected Non-Teaching Personnel from January 18-20,2023 and January 24-27,2023 at the SDO Pagbilao. (See attached enclosure). Day 0 allocated for travel time for the participants coming from far or remote stations.
2. Participants to this activity are selected Non-Teaching Personnel (see attached enclosure). They are advised to bring laptop and extension cords. Also, they are advised to coordinate with their assigned municipalities to have a copy of the master list of all teaching and non-teaching personnel.
3. To ensure the implementation of health and safety protocol amidst this COVID – 19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
4. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
5. Immediate dissemination of this Memorandum is earnestly desired.

  
**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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SCHEDULED DATE	MUNICIPALITY	ELEMENTARY	JUNIOR HIGH SCHOOL / SENIOR HIGH SCHOOL
January 18-19, 2023 (Wednesday-Thursday)	<b>Pagbilao 1</b>	Michelle Regencia	Mary Ann Perida / Jennifer Anne Palma
	<b>Pagbilao 2</b>	Aira Glorioso	Gelai Guerra
	<b>Candelaria East</b>	Patricia Agaran	Ethel Rose Belle
	<b>Candera West</b>	Jovelyn S. Jabola	
	<b>Dolores</b>	Anna Joy Tolosoa	
	<b>Sariaya East</b>	Jenilyn P. Licardo	Cristina Macapia
	<b>Sariaya West</b>	Claudine Gayle A. Jalbuena	Mernalyn Enriquez
	<b>San Antonio</b>	Annabelle Bacon	
	<b>Tiaong 1 &amp; 2</b>	Lilibeth L. Castellano	Lourdes De Mesa & Ma. Adela A. Mendoza
	<b>Lucban</b>	Clarita Obmerga	Olivia P. Abaricia
	<b>Mauban North</b>	Jane Hagunoy	Julie Anne M. Manipol
	<b>Mauban South</b>	Abegail Cadag	Elaine Gay N. Caagbay
	January 19-20, 2023 (Thursday-Friday)	<b>Sampaloc</b>	Joylyn Oblea
<b>Agdangan</b>		Maria Referenda Asis	
<b>Padre Burgos</b>		Lorena Navalta	Maria Ivy O. Maghirang
<b>Pitogo</b>		Geo Zoleta	Marie Joy Ros
<b>Macalelon</b>		Amiecel Hutalla	Chenee S. Mascardo
<b>Unisan</b>		Reallyn Mores	Richelle Pareja
<b>Alabat</b>		Helen Maranan	Via Mae L. Lumanglas
<b>Atimonan 1/2</b>		Merlita R. Zenita	Rosalyn V. Merjudio
<b>PLARIDEL</b>		Armen Deseo	
<b>Perez</b>		Kyzl V. Avistado	
<b>Quezon</b>	Gemma F. Talavera		
January 24-25, 2023 (Tuesday-Wednesday)	<b>Burdeos</b>	Lorna Afable	
	<b>Panukulan</b>	Margie Soltura	
	<b>Patnanungan/Jomalig</b>	Mark Velasco	
	<b>Polillo</b>	Marlene Buerano	Jhon Patrick Corpuz
	<b>Calauag East</b>	Angelina A. Pitarde	Bryan Arguilita
	<b>Calauag West</b>	Loreza T. Araño	Gilima L. Contreras
	<b>Guinayangan North/South</b>	Madonna M. Nicolas	Sherry Ann O. Bingos
	<b>Gumaca East</b>	Seigfred Jan M. Aguilar	Rannelie D. Castro

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	<b>Gumaca West</b>	Reynaldo R. Tanang Jr	Rica Ricafranca
	<b>Lopez East</b>	Marizelle N. Luna	Emerson E. Anulaos
	<b>Lopez West</b>	Ma. Roselyn M. Felicisimo	Flores Elizabeth Oliveros
	<b>Infanta</b>	Lerma Penamora	Eva Bustonera
	<b>Real</b>	Marilyn Sungduan	Hariet Calleja
January 26-27, 2023 (Thursday-Friday)	<b>General Nakar 1</b>	Niel Villareal	
	<b>General Nakar 2</b>	Priya Bustonera	
	<b>Buenvista I/2</b>	Odel Cawa	Wensam Sim M. Pentinio
	<b>Catanauan 1/2</b>	OLIRIC TRINIDAD	Karlo Cedrick Resurreccion
	<b>General Luna</b>	Marianne Forbes	Gemarie Y. Revamonte
	<b>Mulanay 1/2</b>	Coleen Ciara Rosales	Jessica Cueto
	<b>San Andres</b>	Bonifacio Samontina	
	<b>San Francisco 1/2</b>	Maricar Santiago	Mildred M. Embradora
	<b>San Narciso 1/2</b>	Alona Curioso	Karen Joy Macatangay
	<b>Tagkawayan 1 &amp; 2</b>	Arjay S. Reytes	Nova R. Alabastro & Jennifer S. Jimenez

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