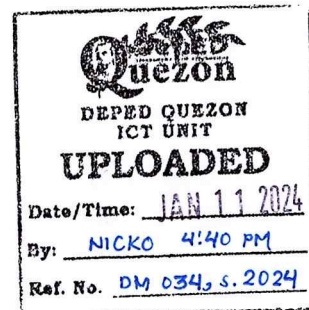




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2024

DIVISION MEMORANDUM
DM No. 034, s. 2024

**EMPOWERING THE RECORDS OFFICE: 2023 HIGHLIGHTS AND GOALS FOR 2024 -
A FOCUSED GROUP DISCUSSION CUM TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Liaison Officers and Alternate Liaison Officers
Sub-Offices Personnel
All Others Concerned

1. This Office, through the Records Section, will conduct an activity entitled Empowering the Records Office: 2023 Highlights and Goals For 2024 - A Focused Group Discussion cum Technical Assistance on **January 12, 2024**, from **8:00 am to 5:00 pm** at **Sevilla's Farm and Resort**, Brgy. Domoit, Lucena City which will be participated by all records personnel from the Division Office and Sub-Offices.
2. This activity serves as a platform for the Records Section to reflect on the accomplishments in the year 2023 and strategically plan for the year 2024. This activity serves as a pivotal event in the Records Section that will empower our team to celebrate achievements, learn from experiences, set strategic goals, establish accountability, foster collaboration, and ultimately, build the momentum needed for a successful year ahead.
3. All participants are advised to come prepared including rated 2023 IPCRF with MOVs, drafted 2024 IPCRF as well as activity essentials including laptops, and extension cables.
4. The program matrix and list of participants are presented in enclosures no. 1 and 2 of this Memorandum.

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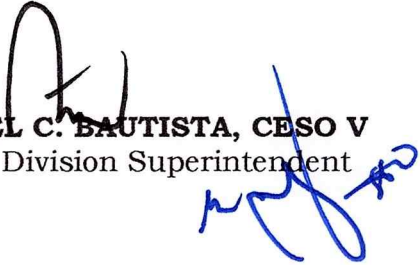


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5. A Locator Slip shall be prepared by each participant.
6. Training and meal expenses of all the participants shall be charged against the Division MOOE subject to usual auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

recsop01/05/2024

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ENCLOSURE NO. 1

PROGRAM MATRIX

Time	Activity / Topic	Person Responsible
8:00 – 8:30 am	Nationalistic Song Prayer Calabarzon Hymn Lalawigan ng Quezon Hymn Energizer	Audio Visual Presentation Angelo S. Raneses <i>Administrative Assistant III</i>
8:30 – 8:35 am	Acknowledgment of Participants	Amador V. Capinpin <i>Senior Administrative Assistant I</i>
8:35 – 8:45 am	Inspirational Message	Gregorio T. Mueco, CESO V ASDS
8:45 – 9:00 am	Presentation of Rationale, Terminal and Enabling Objectives	Sherelyn O. Pardilla <i>Records Officer II</i>
9:00 – 12:00 nn	2023 Highlights I. Presentation of IPCRF 2023 II. Presentation of experiences and challenges faced in 2023 and collection of interventions. III. Celebration of the major achievements in 2023	Sherelyn O. Pardilla <i>Records Officer II</i>
12:00 – 1:00 pm	Lunch	
1:00 – 3:00 pm	2024 Goals I. Team teaching and preparation of individual targets for 2024 II. Preparation of Action Plan	All Records Personnel
3:00 – 4:50 pm		All Records Personnel
4:50 – 5:00 pm	Closing Remarks	Maria Dolores D. Atienza AO V, Administrative Services

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ENCLOSURE NO. 2

LIST OF PARTICIPANTS

No.	Name	Position	Sex Assignment
1	Pardilla, Sherelyn O.	AO IV	F
2	Baluyut, Susan M.	ADA VI	F
3	Capinpin, Amador V.	SAA I	M
4	Dayahan, Epifania L.	ADAS III	F
5	Flancia, Roseth M.	ADA III	F
6	Gaela, Leovigildo V.	ADAS III	M
7	Mendoza, Marisyll Judee G.	ADAS II	F
8	Perez, Aira May C.	ADAS III	F
9	Quitain, Lemuel B.	ADA III	M
10	Raneses, Angelo S.	ADAS III	M
11	Pano, Jammela	AO II	F
12	Morillo, Ruth Ann C	AO II	F
13	Valiente Rebecca A	ADA IV	F
14	Ibal, Yoninah R.	AO II	F
15	Altovar, Carmelo	ADA I	M
16	Mueco, Gregorio T.	ASDS	M
Nothing follows			

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