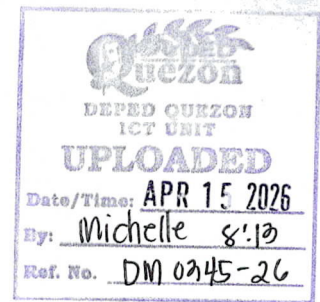




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 April 2025

DIVISION MEMORANDUM

DM No. 0345, s. 2026

**TECHNICAL WORKING GROUP FOR THE CAPABILITY BUILDING FOR
ADMINISTRATIVE OFFICERS IN SCHOOLS- QUEZON CLUSTER**

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

1. In reference to Regional Memorandum No. 55 s. 2026, "Capability Building for Administrative Officers in Schools" and this Office constituted the Technical Working Group (TWG) for the conduct of the Capability Building for Administrative Officers in Schools-Quezon Cluster.
2. The composition of the Technical Working Group (TWG), including the designated Chairperson and members, as indicated in the enclosed Annex A.
3. Transportation and other incidental expenses relevant to this activity shall be charged against local and other any available funds, subject to the usual accounting and auditing rules and regulations.
4. For your guidance and strict compliance.


ROMMEL S. BAUTISTA, CESO V
Schools Division Superintendent

Perrmejr03/06/2025

DEPEDQUEZON-SDO-PER-04-014-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Annex A of DM No. 0745 s. 2026

**TECHNICAL WORKING GROUP FOR THE CAPABILITY BUILDING FOR
ADMINISTRATIVE OFFICERS IN SCHOOLS- QUEZON CLUSTER**

Chairperson: *Maria Dolores D. Atienza*

Members of the TWG: *Wennie O. Gaela*

Shiela E. Javen

Sherelyn O. Pardilla

George D. Aguila

Hilariona E. Coronado

Rodelio M. Esmerna Jr

Mark Nicko F. Quindoza

DEPEDQUEZON-SDO-PER-04-014-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>