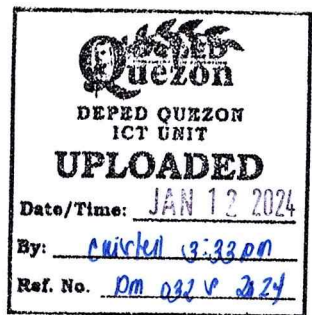




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 January 2024

DIVISION MEMORANDUM

DM No. 036, s. 2024

1st DIVISION MANAGEMENT COMMITTEE MEETING FOR C.Y. 2024

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

1. DepEd Quezon will conduct the 1st Division Management Committee Meeting on **January 22, 2024** at the Tiaong Convention Center, Tiaong, Quezon. This is a live-out activity, and those participants coming from remote area may allocate January 21, 2024 as Day Zero for travel time at their own expense.
2. Participants to this activity are all Public Schools District Supervisors, and Elementary and Secondary School Heads.
3. The agenda of the meeting are as follows:
 - a. Career Progression for Teachers; and
 - b. Updates from CID, SGOD and other Sections in the SDO.
4. There will be a registration fee of **P600.00** for each participant (School Heads) to cover the expenses for the meal (a.m. snacks, lunch, and p.m. snacks).
5. Onsite registration starts thirty (30) minutes before the scheduled activity. Participants are also requested to wear appropriate smart casual attire.
6. To ensure the implementation of health and safety protocols amidst the COVID-19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of IATF.

DEPEDQUEZON-TM-SDS-04-009-003



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7. **Registration Fee and Travel Expenses** shall be charged to the respective School MOOE/local fund of the School Heads, while the expenses of Division Chiefs, Unit/Section Heads, and PSDSs shall be charged to Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.

8. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

osdskoo01/12/2024

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