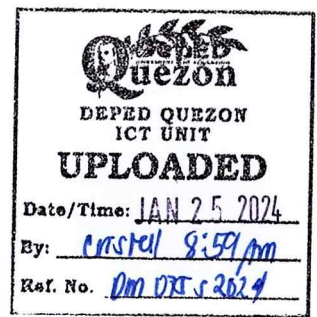




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 January 2024

DIVISION MEMORANDUM
DM No. 075, s. 2024

OFFICER-IN-CHARGE (OIC) IN REGARD TO THE SCHOOL DIVISION SUPERINTENDENT'S ATTENDANCE AT THE NOPTI 20th NATIONAL CONVENTION AND SEMINAR-WORKSHOP

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

1. In view of the School Division Superintendent's attendance at the National Organization of Professional Teachers, Inc. (NOPTI) 20th National Convention and Seminar-Workshop in Baguio City, **Ms. Maria Dolores D. Atienza**, *Administrative Officer V*, is hereby designated as the *Officer-In-Charge* on **January 25-26, 2023**.
2. She shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:


FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

MARIA DOLORES D. ATIENZA
Administrative Officer V

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321