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02/03/2025
GELO 6:59
DM 084-25

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

03 February 2025

DIVISION MEMORANDUM
DM No. 084 , s. 2025

**DIVISION ORIENTATION ON THE PREPARATION OF APPOINTMENT DOCUMENTS IN
SDO QUEZON**

To: Assistant Schools Division Superintendents
Chief, CID/SGOD
Education Program Supervisors
HRMPSB Members
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", DepEd Order No. 020, s. 2024 titled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions" and DepEd Order No. 021, s. 2024 titled "Amendments to DepEd Order No. 007, s. 2023", this Office announces the Division Orientation on the Preparation of Appointment Documents in SDO Quezon on **February 4-5, 2025**, from **8:00 AM to 5:00 PM** at **Library Hub, SDO Quezon, Talipan, Pagbilao, Quezon** with the following schedule:

FEBRUARY 4, 2025 (8:00 AM – 12:00 PM)	2ND CONGRESSIONAL DISTRICT
FEBRUARY 4, 2025 (1:00 PM – 5:00 PM)	3RD CONGRESSIONAL DISTRICT
FEBRUARY 5, 2025 (8:00 AM – 12:00 PM)	1ST CONGRESSIONAL DISTRICT
FEBRUARY 5, 2025 (1:00 PM – 5:00 PM)	4TH CONGRESSIONAL DISTRICT

2. This activity aims to provide clear instructions on the preparation of appointments and to ensure that each steps is executed in compliance with the guidelines and that the committee can effectively incorporate the amendments into their respective roles.

DEPEDQUEZON-TM-SDS-04-009-003





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3. Participants to this activity are the selected Administrative Officer II and/or Administrative Assistant II in the district and the Technical Working Group. (see list of participants in the attached enclosure)
4. All participants are advised to strictly follow and observe IATF guidelines on health and safety protocol.
5. Travel expenses shall be charged to respective school/office MOOE of the participants subject to the usual accounting and auditing rules and regulations.
6. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persmju02/03/2025

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Enclosure to DM No. 084, s. 2025

LIST OF PARTICIPANTS

TECHNICAL WORKING GROUP	
NAME	POSITION
ROSELYN Q. GOLFO	OIC-ASDS/HRMPSP CHAIRMAN
WENNIE O. GAELA	AO IV/HRMO II
CLINTON M. EVARDOME	ADAS III
MICHELLE J. SALVADOR	ADAS III
CAREN A. SIÑO	ADAS III
RICHELLE P. VILLAMOR	ADAS II
GEMMA R. RADAN	ADAS III
THERESE JEANNE T. REYES	ADAS III
FAMELA B. FONTARUM	ADAS III
ROWENA M. ROMNEY	ADAS III
KATHY A. GASAPO	ADAS III
RIZA O. MENDOZA	ADAS II
MARY JOYCE P. VIVAR	ADA VI
CHRISTINE JOY C. AGUILA	ADA VI

1ST CONGRESSIONAL DISTRICT	
NAME	DISTRICT
MARYGOLD DE CHAVEZ	SAMPALOC
JOHNSEN D. LOPEZ	JOMALIG
EMMA P. BALINO	POLILLO
MAY SZE F. LEYNES	GENERAL NAKAR
ALEXIUS C. GUCILATAR	INFANTA
CRIZELL JOY B. CONDE	PANUKULAN
EDELYN D. SUPREMO	BURDEOS
JOSEFINO N. JENIOSA JR.	BURDEOS
EZRA B. SOLLESTRE	PATNANUNGAN
BEVERLY B. MANAOG	MAUBAN
JESSA D. LARITA	PANUKULAN
MARIFE GONZALES	INFANTA
NAILA Z. PAGALAN	PANUKULAN
JOSE LUIS G. DAVA	MAUBAN NORTH
MARIO L. BANGA	REAL

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RHONNILYN P. PESTAÑAS	REAL
MARIA AGNES T. TORRES	GENERAL NAKAR
ELAINE GAY N. CAAGBAY	MAUBAN
EVA L. LACUARIN	PAGBILAO
KAREEN SHARMAINE D. DE DIOS	PAGBILAO
GELANI S. GUERRA	PAGBILAO
NORIENYL D. ROBLES	PATNANUNGAN
MARIAN S. FLORA	GENERAL NAKAR
MAE ANGELICA S. BURI	POLILLO
CHARMAGNE M. CONDE	PANUKULAN
APRIL A. LOGATOC	PAGBILAO
SHEIRACHEL A. AZARIAS	POLILLO
LINA S. SOBREVINAS	INFANTA
HARRIET ANN A. CALLEJA	REAL
GLORIA F. MAGTIBAY	PAGBILAO
MICHELLE P. CORONEL	PAGBILAO
BRYAN R. LADINES	LUCBAN
JENNIFER B. MEJIDA	SAMPALOC
IRISH S. RODRIGUEZ	MAUBAN NORTH
SARAH GLOUISE T. MESIAS	MAUBAN NORTH
AIKO C. MEDRINA	MAUBAN SOUTH
CRISTYRAISA L. ALMARIEGO	MAUBAN SOUTH
ANNA CARINA H. BAUTISTA	REAL
ARREN JOY M. LOPEZ	REAL
DESSERTY R. MAUHAY	INFANTA
AMY T. TORRES	INFANTA
LIWAYWAY L. MOISES	GENERAL NAKAR
JOSE E. VILLAREAL	GENERAL NAKAR
AIME ROSE S. SOBISOL	POLILLO
CHRISTINE JOY B. AVELLANO	POLILLO
BEVERLY B. SOLTURA	BURDEOS
VIA JOY P. PEQUERO	PANUKULAN
JIMBOY R. CAPATTOY	PATNANUNGAN
PRINCESS EZRA L. MANLOGON	JOMALIG
2ND CONGRESSIONAL DISTRICT	
MILAGROS I. PADERON	CANDELARIA EAST
GEORGE S. CONCEPCION	CANDELARIA EAST
MERRY CRIS T. PABILLAR	CANDELARIA EAST

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JOVELYN S. JABOLA	CANDELARIA WEST
EMMANUEL O. GO	CANDELARIA WEST
ANN KATHREEN S. ALIOLA	CANDELARIA WEST
MARICAN S. ESGUERRA	DOLORES
LAECA U. MONTECER	DOLORES
DESIREE S. SANIEL	DOLORES
JAYSER M. LANTO	SAN ANTONIO
YEZA E. BALLESTRA	SAN ANTONIO
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RONIL V. GILBUENA	SARIAYA WEST
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JANCALLIAN S. CACAO	TIAONG
JESSICA L. LLANTOS	TIAONG
VINCE ANGELO L. DEDACE	TIAONG
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LILIBETH L. CASTILLANO	TIAONG
PSALMS ALFRED ABARRA	SARIAYA WEST
MYCRIS MACAPIA	CANDELARIA WEST
ARLENE ASILO	TIAONG
CAMILLE JEAN VILLAPANDO	SARIAYA EAST
KAREN ALMINO BUHAT	SARIAYA EAST
MELODY RODA	DOLORES
FREDERICK JOHN MONTES	CANDELARIA EAST
MARY JANE MARASIGAN	CANDELARIA WEST
ELAINE FAJARDO	TIAONG
CHARIELENE F. RENDON	SARIAYA WEST
SHERLY DE GUZMAN	SAN ANTONIO
MA. ADELA MENDOZA	TIAONG
THELMA ELLA	TIAONG
PIPETO PADERON	SARIAYA WEST
DONALD LUISTRO	SARIAYA EAST
MARIE ANTONETTE DE LOS REYES	TIAONG
MONETTE MERCADO DAPITO	SARIAYA EAST

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LERMA MANGUNDAYAO	TIAONG
PRECIOUS KATIGBAK	SAN ANTONIO
CRISTINA MACAPIA	SARIAYA EAST
AILEEN PASIA	CANDELARIA EAST
LADYLYN MACUROY	DOLORES
VENUS BRIONES	TIAONG
JAY ISAAC DATINGGALING	SARIAYA WEST
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REYLAN RANILLO	AGDANGAN
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ERNICH CON D. LIZANO	BUENAVISTA
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JULIE ANN C. DAGTA	MACALELON
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IRISH PEREZ	MULANAY
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MAHALEEL H. DIOLA	SAN FRANCISCO
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MAYCHELLE TE	SAN NARCISO
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AIZA DEL CASTILLO	UNISAN
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GOMAR MENDREJE	SAN ANDRES
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BERNIE C. LANON	MULANAY

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JELAICA B. ORAA	SAN NARCISO
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JHAN ELY MARIE R. AGATON	GUMACA SUB-OFFICE
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BEA RANILLA L. MARALIT	ATIMONAN
KRISTINE G. MANUEL	GUINAYANGAN SOUTH
EVANGELINE R. AMPARO	GUMACA EAST
MELINDA H. SIMEON	GUINAYANGAN NORTH
MELODY C. MALIHAN	GUINAYANGAN NORTH
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ROSEVEE V. SAN DIEGO	CALAUAG WEST
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EMERSON B. ANULAO	LOPEZ EAST
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