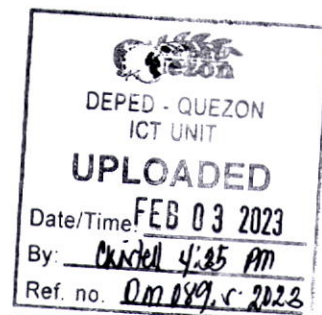




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 February 2023

DIVISION MEMORANDUM

DM No. 089, s. 2023

**TECHNICAL ASSISTANCE OF ADMINISTRATIVE OFFICER II FROM DEPED
QUEZON SUB-OFFICES TOWARDS ADMINISTRATIVE PROCESSES**

To: Assistant Schools Division Superintendents
Administrative Officer V
Administrative Officer IV/ HRMO II
Administrative Officer II from DepEd Sub-Offices
All Others Concerned

1. In relation to Office Memorandum No. 013, s. 2023 entitled **“NOTICE OF ONLINE MEETING WITH AO-II IN-CHARGE FROM SDO QUEZON SUB-OFFICES FOR ADMINISTRATIVE PAYROLL SERVICES”**; and with the goal of continuous improvement, technical assistance will be extended to the three DepEd Quezon Sub-offices namely in Gumaca, Catanauan, and Real to further enhance DepEd Quezon’s administrative processes.
2. Technical assistance will be held from February 09-10, 2023; and February 13-14, 2023.

Date	DepEd Sub-office
February 09-10, 2023 (Thursday and Friday)	Catanauan and Gumaca Sub-offices
February 13-14, 2023 (Monday and Tuesday)	Real Sub-office

DEPEDQUEZON-TM-SDS-04-009-003



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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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3. Attached herewith are the administrative section personnel assigned for the technical assistance activities.
4. Travel expenses shall be charged against MOOE Funds subject to the usual accounting, and auditing rules and regulations.
5. Dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR. EdD

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Admvd02/02/2023

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LIST OF SDO PERSONNEL
FEBRUARY 09-14, 2023

No.	Name of Participant	Position
1.	MARIA DOLORES D. ATIENZA	Administrative Officer V
2.	WENNIE O. GAELA	Administrative Officer IV
3.	ANNA JEAN M. OGERIO	Administrative Officer II
4.	VINCE ANGELO L. DEDACE	Administrative Officer II
5.	NORVIC C. VILLANIA	Administrative Officer II

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