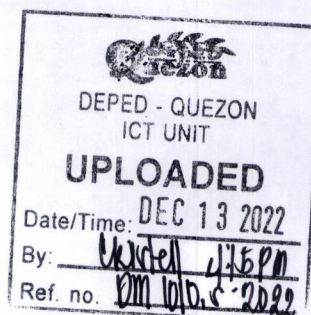




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE




13 December 2022

**DIVISION MEMORANDUM**  
DM No. 1010, s. 2022

**CONDUCT OF TECHNICAL ASSISTANCE ON THE ADMINISTRATIVE PAYROLL SERVICES FOR SELECTED ADMINISTRATIVE OFFICERS II**

**To: Assistant Schools Division Superintendents  
Administrative Officer V  
Selected Administrative Officers II  
All Concerned**

1. This office announces the Conduct of Technical Assistance on the Administrative Payroll Services for Selected Administrative Officers II on December 14, 2022 (Wednesday) at SDO Training Center, Talipan, Pagbilao, Quezon from 8:00 AM to 5:00 PM.
2. Participants to this activity are selected Administrative Officers II (see attached enclosure). They are advised to bring laptop and extension cords.
3. To ensure the implementation of health and safety protocol amidst this COVID – 19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
4. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
5. Immediate 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

Asdsajmo12/13/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

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Enclosure to DM No. 1011 S. 2022

	NAME	POSITION
1	LILIBETH L. CASTILLANO	Administrative Officer II
2	MICA ANGELITA PASIA	Administrative Officer II
3	EDWIN T. CASTILLO	Administrative Officer II
4	MA. CHRISTINE JOYCE N. DUDAS	Administrative Officer II
5	REYNON B. TOLENTINO	Administrative Officer II
6	IVY DIANNE G. PORNOBI	Administrative Officer II

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