



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



30 October 2025

DIVISION MEMORANDUM
 DM No. 1095, s. 2025

NEW ASSIGNMENT OF SCHOOLS DIVISION OFFICE UNIT HEADS

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

1. This Office announces the new assignment of the following Unit Heads of the Division Office listed below, effective **November 3, 2025**.

NAME	DESIGNATION	OFFICE ASSIGNMENT
SHERELYN O. PARDILLA	Records Officer II	Records Section
AKIMI THERESE M. ASANO	Project Development Officer I	Planning Section

2. Ms. Pardilla and Ms. Asano shall sign official correspondence in the following manner:

SHERELYN O. PARDILLA
 Records Officer II

AKIMI THERESE M. ASANO
 OIC-Planning Officer III

3. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent 

Percp10/30/2025

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