



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



11 November 2025

**DIVISION MEMORANDUM**  
 DM No. 1143, s. 2025

**TEMPORARY ASSIGNMENT OF SELECT UTILITY PERSONNEL TO ASSIST IN  
 THE CLEANING OF THE DIVISION OFFICE**

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

1. In preparation for the scheduled general cleaning and maintenance of the Schools Division Office of Quezon, this Office shall be temporarily requesting assistance of utility personnel from selected schools within the division.
2. In this regard, may we request to report the following personnel to the Division Office on **November 17-24, 2025.**

No.	NAME	SCHOOL
1.	Lionel Audine	Lusacan ES
2.	Leonard Audine	Recto Mem. CS
3.	Ronaldo Merano	Mauban South Central ES II
4.	Norman Arenas	Mangilag Sur ES
5.	Neil Etino	PEL 1
6.	Genebyrd Flancia	QNHS

3. All concerned are advised to ensure that the assigned personnel are properly endorsed and that their regular duties at the school level will not be adversely affected by their temporary assignment.

DEPEDQUEZON-TM-SDS-04-009-003



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 Trunkline #: (042) 784-0366, (042) 784-0164,  
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4. Your usual cooperation and support in maintaining a clean, safe, and organized workplace are sincerely appreciated.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

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