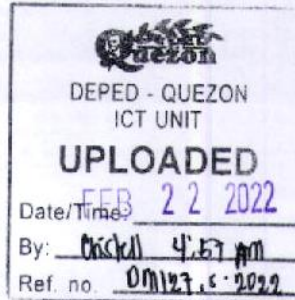




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 February 2022

**DIVISION MEMORANDUM**  
DM No. 127, s. 2022

**SGOD-SMME PROJECT LAUNCH**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chief, SGOD  
SGOD SEPS and Section Heads  
Press Release and Field Correspondents  
School Heads in-charge of Governance and Operations  
District and School Information Coordinators  
All Others Concerned

1. This Office, through the School Governance and Operations Division - School Management Monitoring and Evaluation (SGOD-SMME) Section in coordination with the Division Information Officer, announces the conduct of the **SGOD-SMME Project Launch** via Zoom on **March 14, 2022**, at 9:00 a.m.
2. The objectives of this activity are as follows:
  - a. To introduce SGOD-SMME initiatives anchored on DepEd programs and Project DUYOG;
  - b. To disseminate information on SGOD-SMME projects and activities for 2022; and
  - c. To engage school/district information coordinators, School Heads in-charge of Operations and Governance (SHIGOs), teachers, and other stakeholders in the field to support, participate, and contribute to the accomplishment of Division PAPs.
3. Participants to this activity are **the SHIGOs and the District Information Coordinators (DICs)**, including the Top Management, SGOD Chief and EPS, SGOD SEPSs/Section Heads and SMME-EPS II, and the PREFIC Team Members.
4. The virtual program will be broadcast live in DepEd Tayo Quezon, and all School Information Coordinators (SICs), Public Schools District Supervisors (PSDSs), and teaching/non-teaching personnel are also highly encouraged to watch the livestream.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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- The SHIGOs and the DICs are enjoined to pre-register on or before February 25, 2022 through the link: [tinyurl.com/SGOD-SMMElaunch](https://tinyurl.com/SGOD-SMMElaunch).
- The **Zoom log-in details** and the **SMME Zoom Background** to be used during the official launch shall be forwarded to the group chat of SHIGOs an hour before the start of the program.
- To ensure program quality, a technical dry-run shall be conducted in March 7 at the Division Office ICT Section.
- The following PREFIC members and editors are expected to be present at the SDO:

PREFIC TEAM	POSITION/ TASK	DATES	ACTIVITIES
Edmond J. Malihan	President, Editor	February 22 & 23, March 7 & 14	Video editing, Dry-run & Actual program
Sarah O. Mendoza	VP, Editor	March 7 & 14	Dry-run & Actual program
Jerome M. Rodil	Secretary, Emcee	March 7 & 14	Dry-run & Actual program
Raenel P. Rodil	Auditor, Emcee	March 7 & 14	Dry-run & Actual program
Justine P. Sarmiento	Member, Editor	February 22 & 23	Video editing

- Travel expenses incurred in relation to the above activities shall be charged against the school MOOE or other legitimate fund source, subject to the usual accounting rules and procedures.
- Immediate dissemination of and compliance to this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

smme/mmt/ord/02/18/2022

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