



DepEd – DIVISION OF QUEZON

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June 8, 2020

DIVISION MEMORANDUM DM No. **143**, s. 2020

UPDATING OF CONTACT NUMBER OF SCHOOL HEADS FOR POSTING IN THE DIVISION WEBSITE AS OPLAN BALIK ESKWELA HOTLINES

To: **Assistant Schools Division Superintendents, SGOD Chief, CID Chief, Section Heads, School Heads, All Others Concerned**

1. In line with the implementation of Oplan Balik Eskwela and Learner Information System (LIS) Housekeeping of School Heads, School Heads are advised to submit the updated **Masterlist of School Heads** which can be downloaded thru <https://tinyurl.com/quezonisotemplate> under the School Governance and Operations Division (SGOD) – Planning and Research Section, Planning Unit folder.
2. By submitting, it is understood that the contact number and school email address shall be used as public directory for Balik Eskwela Hotlines and other references which shall be posted in the Division Website throughout the year. It is encouraged that the contact number to be used shall be public in nature without compromising personal and privacy issues and concerns.
3. The district consolidated masterlist of school heads shall be submitted until June 12, 2020 via email: **sdo.quezon.planning@deped.gov.ph**. After the Division consolidation, the SGOD Planning and Research Unit shall forward the processed masterlist to Information and Communication Technology Section for uploading of Balik Eskwela Hotlines in the Official Division Website.
4. The masterlist of school heads shall be resubmitted using the same process upon transfer of school heads or when data like contact number, email address, LIS username etc have been updated/changed. Only those schools with changes must be resubmitted.
5. Strict compliance with and widest dissemination of this Memorandum is desired.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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DEPED - QUEZON
ICT UNIT

U P L O A D E D

Date/Time: **JUNE 8, 2020**

By: **Cristell 5:00 P.M.**

Ref. No.: **DM 143, s. 2020**