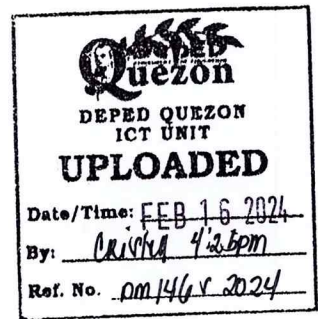




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 February 2024

**DIVISION MEMORANDUM**  
 DM No. 146, s. 2024

**CONDUCT OF PROJECT OSDS (OUTSTANDING SUPPORT DELIVERY SERVICES) FOR C.Y. 2024, A ONE-STOP SHOP FOR OVERSIGHT AGENCIES AND PROVISION OF TECHNICAL ASSISTANCE TO DEPED QUEZON CLIENTS**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Unit/Section/Office Heads  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 SDO Personnel  
 All Others Concerned

- The Department of Education Division of Quezon is pleased to announce the conduct of **Project OSDS (Outstanding Support Delivery Services)**, a one-stop shop featuring other government agencies within the premises of DepEd Quezon. This initiative aims to provide convenient access to extended services offered by other government agencies such as **GSIS, PhilHealth, and Pag-IBIG**.
- Committed to ensuring a holistic well-being of both its internal and external stakeholders, DepEd Quezon's one-stop shop project will serve as a centralized hub where all DepEd clients, including students, teachers, and employees can access various services in a single location. Acknowledging the importance of addressing the needs of its personnel, this approach aims to streamline processes, reduce waiting time, and enhance the overall client experience.
- The following key features will be available at the One-Stop Shop:

Key Features	Description
a. Integrated Service Center	Each participating government agency will have a dedicated kiosk within the One-Stop Shop. These kiosks will offer public assistance and information related to their respective agencies.

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b. Agency Desks	Agency desks will be established to facilitate in-depth assistance and address specific queries from DepEd Quezon personnel. Trained representatives from participating government agencies will be available at their respective desks to provide accurate information and guidance.
c. Comprehensive Services	A wide range of services will be offered including loan consultation, funding inquiry, membership registration, claims processing, pension and retirement benefits consultation, and more.

- All school heads are encouraged to disseminate this information to their respective teaching and non-teaching personnel and emphasize the significance of this initiative in enhancing the accessibility of extended government services for DepEd personnel.
- The conduct of this activity should not disrupt regular classes or impede the delivery of quality education. Adequate measures will be implemented to ensure that the activity within DepEd Quezon premises do not compromise the learning process. It is advised to refer to the “No Disruption of Classes Policy” and “Time-on-Task Policy”.
- Project OSDS One-Stop Shop is scheduled on the following dates:

Key Features	Description
February 23, 2024	SDO Quezon Library Hub, Pagbilao, Quezon
May 24, 2024	Real Sub-Office, Real, Quezon
July 25, 2024	Gumaca Sub-Office, Gumaca, Quezon
July 26, 2024	Catanauan Sub-Office, Catanauan, Quezon

- To ensure the health and safety of all participants during the COVID-19 pandemic, strict compliance with the guidelines and policies set by the Inter-Agency Task Force (IATF) on Emerging Infectious Disease and the Department of Health (DOH) is

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mandatory throughout the duration of the activity. Strict adherence to established protocols is expected.

8. For inquiries and other concerns, please coordinate with **Mr. Vince Angelo L. Dedace** (AO II), **Ms. Arlene M. Tolentino** (AO II), or **Mr. Kristoffer O. Oineza** (AO II).
9. Immediate and wide dissemination of this Memorandum is desired.

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

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