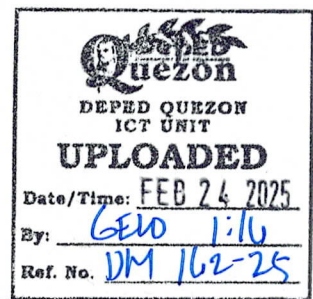




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 February 2025

DIVISION MEMORANDUM
DM No. 162, s. 2025

**CONDUCT OF TECHNICAL ASSISTANCE OF SELECT ADMINISTRATIVE OFFICER II ON
THE ADMINISTRATIVE PAYROLL SERVICES**

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

1. This office announces the Conduct of Technical Assistance of Select Administrative Officer II on the Administrative Services on February 28, 2025 from 8:00 a.m. to 5:00 p.m. at Tiaong 2 District Office Tiaong, Quezon.
2. Participants to this activity are the selected Administrative Officer II (see attached enclosure). They are advised to bring laptop and extension cords.
3. To ensure the implementation of health and safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID). Guidance and Policies.
4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Labm02/24/25

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



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Enclosure to DM No. 162 s, 2025

List of Selected Administrative Officer II of Tiaong District

NO.	NAME	POSITION
1.	MARIA DOLORES D. ATIENZA	Administrative Officer V
2.	LILIBETH L. CASTILLANO	Administrative Officer II
3.	MICAH ANGELITA PASIA	Administrative Officer II
4.	REYNON B. TOLENTINO	Administrative Officer II
5.	MARREN A. BRUCAL	Administrative Officer II
6.	ANNABELLE BACON	Administrative Officer II
7.	YEZA BALLESTRA	Administrative Officer II
8.	MARIAH SUSHMITA C. TENORIO	Administrative Officer II
9.	EDWIN T. CASTILLO	Administrative Officer II
10.	CHERRYL ORLANES RODEL	Administrative Officer II

Labm02/24-25

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