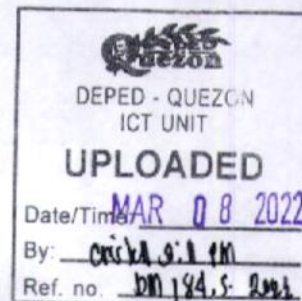




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 March 2022

**DIVISION MEMORANDUM**

DM No. 184, s. 2022

**ORIENTATION OF THE SCHOOL HEADS IN-CHARGE OF OPERATIONS AND GOVERNANCE**

**To:** OIC-Assistant Schools Division Superintendents  
SGOD Chief  
SGOD Personnel  
School Heads In-charge of Operations and Governance  
All Others Concerned

1. The School Governance and Operations Division (SGOD) shall conduct an online orientation of the School Heads In-charge of Operations and Governance (SHIGOs) on **March 10, 2022** at 1:00 p.m. via Zoom.
2. Participants to this activity are the Assistant Schools Division Superintendent in-charge of the SGOD, Chief and personnel of the SGOD, and designated SHIGOs per district.
3. The agenda of the meeting are as follows:
  - a. orient the SHIGOs of their terms of reference; and
  - b. clarify concerns related to their function.
4. The link for the said meeting will be sent to the SHIGOs official Messenger group chat an hour before the activity.
5. Widest dissemination of and compliance to this Memorandum is desired.

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

smme/mmt/02/04/2022

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