



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

July 28, 2020

## DIVISION MEMORANDUM DM No. 191, s. 2020

### REVISED GUIDELINES ON THE SCHEDULE OF SUBMISSION OF DOCUMENTS TO DIVISION OFFICE

To: **Assistant Schools Division Superintendent**  
**OICs, Office of the Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, School Governance and Operations Division**  
**Section Heads**  
**Public Schools District Supervisors**  
**School and District Liaison Officers**  
**All Others Concerned**

1. In our desire to serve our clients under the **"New Normal"** condition, this office would like to announce the revised guidelines on the schedule of submission of documents to Division Office. This arrangement aims to reduce the number of people entering the premises to prevent the spread of possible diseases.
2. Strict compliance to hereunder schedule is expected except for the scheduled date on the submission of MOOE liquidation reports and other immediate concern/s.

Schedule	District
Monday	District II and III
Tuesday	
Wednesday	District I and IV
Thursday	

3. This office also advised that official transaction shall **ONLY** be performed by **District Liaison Officers**. School Liaison Officers, both in Elementary and Secondary level are discouraged to directly transact to Division Office. Documents for action shall be forwarded to their respective District Office prior to above-mentioned schedule except for schools located near Division Office for practicality and efficiency. In the absence of official District Liaison Officer, the office shall

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.







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assign a representative and secure authorization letter to get released documents from the division office.

4. In addition to this, **strict implementation of "EAR TAGGING" is desired to all documents requiring signature** so that no documents will be overlooked. This effort is done to improve the efficiency of processing and avoid the back-and-forth of documents.
5. Teachers and School Heads are also discouraged to go to Division Office during weekdays to ensure time-on-task policy. As one DepEd family, we protect the health, safety, and well-being of teaching and non-teaching personnel and support the overall effort of the Philippine government to prevent the further transmission of COVID-19, while ensuring that we continue the delivery of quality, accessible, relevant, and liberating basic education.
6. This memorandum will take effect on **August 28, 2020**.
7. Attached herewith is the copy of Division Memorandum No. 156, s. 2017 entitled, Schedule on the Submission of Document in Division Office.
8. Strict compliance of this memorandum is desired.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent 

recsfo07/28/2020

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Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



July 4, 2017

DIVISION MEMORANDUM  
DM NO. 156 s. 2017


**SCHEDULE ON THE SUBMISSION OF DOCUMENTS IN THE DIVISION OFFICE**

TO : CID Chief and SGOD Chief  
Public Schools District Supervisors  
Section Chiefs  
Public Elementary and Secondary School Heads  
District/School Clerk and Liaison Officer  
Non-teaching personnel  
This Office

1. To facilitate the concerns and minimize the travel of teaching and non-teaching personnel in this Office, all district clerks and liaison officers are advised to submit documents on the given schedule by congressional district below **except for the scheduled date on the submission of MOOE liquidation reports and immediate concern/s.**

SCHEDULE	DISTRICT
Tuesday	District II and III
Thursday	District I and IV

2. Teachers are discouraged to go to the division office during weekdays to ensure time-on-task policy. School heads are expected to observe the same. Non-teaching personnel in their respective schools may serve as liaison officer. Any concerns and queries can be emailed and send directly to the offices email address and contact number found at [www.depedquezon.com.ph](http://www.depedquezon.com.ph). Please refer to the attached list of contact numbers and email address of offices in Deped Quezon.
3. Status of submitted documents can be traced through [www.depedquezondts.com.ph](http://www.depedquezondts.com.ph) provided that the concerned personnel have a copy of the transaction number.
4. Immediate dissemination of this Memorandum is desired.

  
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

DEPED QUEZON ICI  
UPLOADED BY: Elian  
DATE: 7-4-17 TIME: 1:38

Enclosure to Division Memorandum No. 156, s. 2017

Official email addresses and contact numbers of offices in Division Office

OFFICE	CONTACT NUMBERS	EMAIL ADDRESSES
Division of Quezon		<a href="http://depedquezon.com.ph">http://depedquezon.com.ph</a> (website) quezon@deped.gov.ph
SDS /SDS Office	09178331809/0917-582-4627	merthel.evardome001@deped.gov.ph sedinuelle.yap@deped.gov.ph
ASDS Office	0917-582-4629	
Accounting	0917-582-4862	sdo.quezon.finance@gmail.com
Supply	09175825020	sdo.quezon.supply@gmail.com
Budget	09276560729	sdo.quezon.budget@gmai.com
Cashier	0917-582-4954	sdo.quezon.cashier@gmail.com
Personnel	0917-582-4976	sdo.quezon.personnel@gmail.com
Records	0917-582-4985	sdo.quezon@records@gmail.com
Legal	0917-620-5587	sdo.quezon.legal@gmail.com
ICT	0917-582-5154	sdo.quezon.ict@gmail.com
CID	0917-582-4683	sdo.quezon.cid@gmail.com
LRMDS	0917-582-5154	sdo.quezon.lrmde@gmail.com
Library Hub	0917-582-4812	sdo.quezon.libraryhub@gmail.com
SGOD	0917-630-8548	sdo.quezon.sgod@gmail.com
Planning and Research	0917-582-4812	sdo.quezon.planning@gmail.com sdo.quezon.research@gmail.com
Private Schools	0917-671-8579	sdo.quezon.privateschools@gmail.com
School Health	0917-582-5042	sdo.quezon.shns@gmail.com