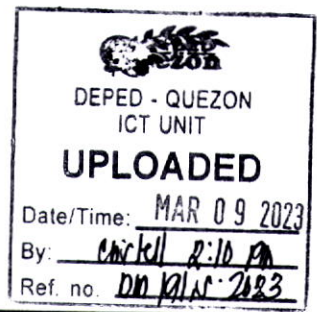




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



9 March 2023

DIVISION MEMORANDUM
DM No. 191, s. 2023

**OFFICER-IN-CHARGE (OIC) IN LIEU OF THE OIC-SCHOOLS DIVISION
SUPERINTENDENT'S ATTENDANCE IN THE ICD PROGRAM:
BRINGING THE ICD TO THE FIELD**

To: Assistant Schools Division Superintendents,
Division Chiefs and Section/Unit Heads,
Public Schools District Supervisors,
All Others Concerned

1. In view of the attendance of the undersigned to the ICD Program: Bringing the ICD to the Field, the following are hereby designated as the *Officer-In-Charge* on **March 13 to 16, 2023**. They will sign all routine communications except appointments and financial matters.

Officer-In-Charge	Schedule
CID Chief Lorena S. Walangsumbat	March 13-14, 2023 (Monday to Tuesday)
SGOD Chief Elizabeth M. De Villa	March 15-16, 2023 (Wednesday to Thursday)

2. In this connection, official correspondence shall be signed as follows:

FOR:

ELIAS A. ALICAYA JR., EdD
OIC-Schools Division Superintendent

BY:

(NAME OF THE OFFICER-IN-CHARGE)
(Designation of the Officer-In-Charge)

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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3. Moreover, the Assistant Schools Division Superintendents will hold their office in the Sub-Offices on the above-mentioned dates to monitor the transactions and processes of the Sub-Offices in preparation for One DepEd QMS accreditation.

Name of ASDS	Sub-Office
ASDS Gregorio T. Mueco	Gumaca Sub-Office
ASDS Herbert D. Perez	Catanauan Sub-Office
OIC-ASDS Edward D. Garcia	Real Sub-Office

4. Immediate dissemination of this Memorandum is desired.

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

osdskoo03/09/2023

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