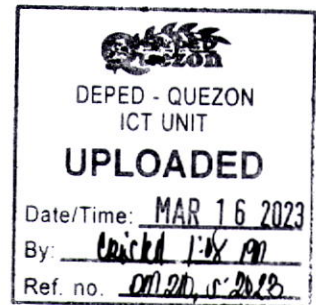




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 MARCH 2023

**DIVISION MEMORANDUM**  
DM No. 210, s. 2023

**CONDUCT OF TECHNICAL ASSISTANCE ON THE ADMINISTRATIVE PAYROLL SERVICES FOR SELECTED ADMINISTRATIVE OFFICERS II**

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

1. This Office announces the Conduct of Technical Assistance on the Administrative Payroll Services for Selected Administrative Officers II on March 17, 2023 (FRIDAY) at SDO Training Center, Talipan, Pagbilao, Quezon from 8:00 AM to 5:00 PM.
2. Participants to this activity are selected Administrative Officers 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) Guideliness and Policies.
4. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
5. 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

Admam03/16/2023

DEPEDQUEZON-TM-SDS-04-009-003



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

Enclosure to DM No. 210 s.2023

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1.	LILIBETH L. CASTILLANO	Administrative Officer II
2.	MICA ANGELITA PASIA	Administrative Officer II
3.	EDWIN T. CASTILLO	Administrative Officer II
4.	MA. CHRISTINE JOYCE N. DUDAS	Administrative Officer II
5.	REYNON B. TOLENTINO	Administrative Officer II
6.	IVY DIANNE G. PORNOBI	Administrative Officer II
7.	RUSSELL S. RODRIGUEZ	Administrative Officer II
8.	MARREN A. BRUCAL	Administrative Officer II
9.	ANNABELLE C. BACON	Administrative Officer II
10.	GLORIA F. MAGTIBAY	Administrative Officer II
11.	MARIAH SUSHMITA C. TENORIO	Administrative Officer II

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