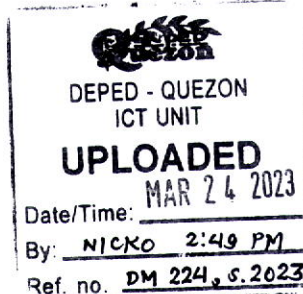




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 March 2023

**DIVISION MEMORANDUM**

**DM No. 224, s. 2022**

**HUNTAHAN WITH TOP MANAGEMENT: (2<sup>nd</sup> JOINT FACE-TO-FACE DIVISION MANAGEMENT COMMITTEE MEETING FOR C.Y. 2023)**

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

1. DepEd Quezon will conduct Huntahan with the Top Management: 2nd Joint Face-to-Face Division Management Committee Meeting on **March 29 and 30, 2023** at **Infinity Hall, M.I. Sevilla's Farm and Resort, Domoit, Lucena City**. This is a live-out activity, and those participants coming from remote areas may allocate day zero (**Day Zero: March 28, 2023** for March 29, 2023 schedule and **Day Zero: March 29, 2023** for March 30, 2023 schedule) for travel time at their own expense.
2. All Public Schools District Supervisors, Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

| <b>Date and Time</b>                            | <b>Attendees</b>   |
|---|--|
| <b>March 29, 2023<br/>8:00 a.m. (Wednesday)</b> | 1 <sup>st</sup> and 3 <sup>rd</sup> Congressional District<br>(PSDSs, Elementary and Secondary School Heads) |
| <b>March 30, 2023<br/>8:00 a.m (Thursday)</b>   | 2 <sup>nd</sup> and 4 <sup>th</sup> Congressional District<br>(PSDSs, Elementary and Secondary School Heads) |

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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3. There will be a registration fee of **P1,200.00** for each participant (School Heads) to cover the expenses for the full meal (from breakfast to dinner) and training venue. Onsite registration starts at 7:30 a.m.
4. One of the highlights of this activity is the presence of representatives from different oversight agencies to discuss about general concerns applicable to DepEd and to accommodate clarifications/queries about their services.
5. Participants are expected to be at the venue thirty (30) minutes before the scheduled activity. They are also requested to wear appropriate smart casual attire.
6. To ensure the implementation of health and safety protocols amidst the COVID-19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of IATF.
7. **Registration Fee and Travel Expenses** shall be charged to the respective School MOOE/local fund of the School Heads, while the meal, travel and other incidental expenses of PSDSs shall be charged to Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
8. 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

osd/skoo03/23/2023

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