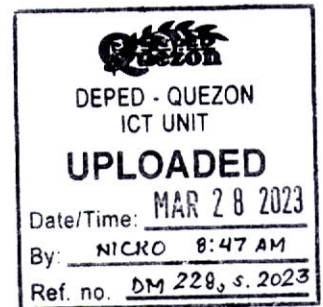




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**March 23, 2023**

**DIVISION MEMORANDUM**  
**DM No. 228, s. 2023**

**ADDITIONAL AND REVISED CHECKLIST AND FORMS OF PERSONNEL SECTION**

**TO: Assistant Schools Division Superintendents**  
**Division Chief and Section Heads**  
**Public Schools District Supervisors**  
**Elementary, JHS and SHS Heads**  
**All Other Concerned**

1. This office informs all SDO Quezon personnel of the addition and revision of checklist and forms under the personnel section which shall be used effective **March 30, 2023**. The aforementioned documents can be downloaded at [www.depedquezon.com.ph](http://www.depedquezon.com.ph) Communication templates for your reference.
2. Immediate dissemination and strict compliance of this Memorandum is desired.

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

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