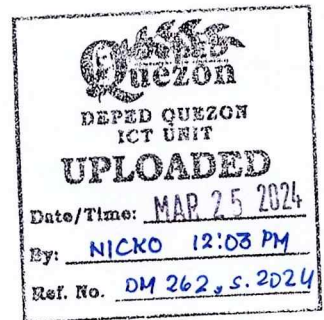




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE




25 March 2024

DIVISION MEMORANDUM
DM No. 262, s. 2024

**CONDUCT OF TECHNICAL ASSISTANCE OF SELECT ADMINISTRATIVE OFFICER II ON
THE ADMINISTRATIVE PAYROLL SERVICES**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This office announces the Conduct of Technical Assistance of Select Administrative Officer II on the Administrative Services on March 27, 2024 from 8:00 a.m. to 5:00 p.m. at Tiaong 2 District Office Tiaong, Quezon.
2. Participants to this activity are the selected Administrative Officer 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). Guidance and Policies.
4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

labm03/25/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Enclosure to DM No. 262 s, 2024

NO.	NAME	POSITION
1.	MICAH ANGELITA PASIA	Administrative Officer II
2.	REYNON B. TELENTINO	Administrative Officer II
3.	ANNABELLE C. BACON	Administrative Officer II
4.	YEZA BALLESTRA	Administrative Officer II

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