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DM 269-25

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

25 March 2025

DIVISION MEMORANDUM
DM No. 269, s. 2025

OFFICER-IN-CHARGE (OIC), OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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

1. In view of the official travel abroad of the Top Management, **JOEPI F. FALQUEZA, Assistant Schools Division Superintendent**, is hereby designated as the Officer-In-Charge (OIC) from March 26-28, 2025.
2. The Officer-In-Charge shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

JOEPI F. FALQUEZA, EdD
Schools Division Superintendent

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Osd sfr103/25/25

DEPEDQUEZON-TM-SDS-04-009-003



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