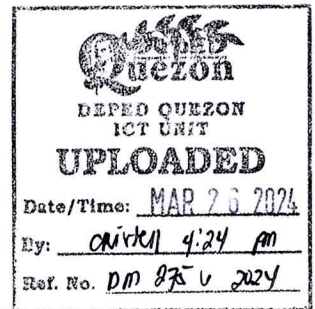




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE





22 March 2024

**DIVISION MEMORANDUM**  
**DM No. 275, s. 2024**

**NEW LINKS FOR SGOD – PLANNING AND RESEARCH HELPDESK  
 FOR REQUEST FORM**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 District and School LIS Coordinators/Registrars  
 All Others Concerned

1. This Office, through the School Governance and Operations Division – Planning and Research Section, announces the new links for the SDO Helpdesk for Request Form to be used for ticketing of RFs pertaining to Learner Information System, Basic Education Information System, National School Building Inventory among others to the Central Office.

Link/ QR Code	Purpose
 <a href="https://forms.office.com/r/BngarySeJm">https://forms.office.com/r/BngarySeJm</a>	For Public Schools only (using DepEd Email)
 <a href="https://tinyurl.com/QuezonPrivateHelpdesk">https://tinyurl.com/QuezonPrivateHelpdesk</a>	For Private School only

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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2. This link will only be available for SY 2023-2024.
3. All requests that have not been acted upon are expected to be resubmitted. This is due to technical difficulties in the concerned office where they were not able to access the submitted files.
4. Please refer to Division Memorandum 884, s. 2023 for instructions on the submission of Request Forms.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Parmjd/f03/22/2024

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