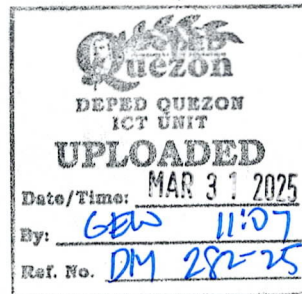




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 March 2025

DIVISION MEMORANDUM
 DM No. 282, s. 2025

**CORRIGENDUM AND ADDENDUM ON THE SIGNATORIES DETAILED IN
 DIVISION MEMORANDUM 267 AND 270, S. 2025**

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

1. Please be informed of the corrected and updated signatories referenced in **DM 270, s. 2025** (*Conduct of Basic Education Information System (BEIS) Data Collection for School Year 2024-2025*) and **DM 267, s. 2025** (*Processing of Action Plan and Accomplishment Report*).
2. For **BEIS Forms**, the following signatories shall be reflected in the template:

From	To/Corrected/Added
Paul Cliffor S. Marquez	Paul Clifford N. Marquez
[Additional]	Ma. Bernadit M. Tupas
[Additional]	Carmen H. Macatugob

3. For **Action Plan/Accomplishment Report**, the signatories shall follow this format:

Proponent	Prepared by:	Approved by:
School Head	Proponent (School Head)	Schools Division Superintendent

4. Immediate dissemination of and strict compliance to this Memorandum is desired.

ROMMEL CAJAUTISTA, CESO V
 Schools Division Superintendent

Parmjdf03/26/2025

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