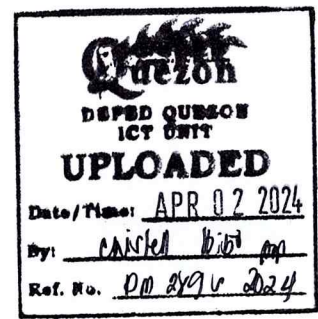




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 March 2024

DIVISION MEMORANDUM
DM No. 289, s. 2024

VIRTUAL RE-ORIENTATION ON SCHOOL FORMS

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

1. In line with the End of the School Year Activity for SY 2023-2024, all public and private school LIS Coordinators and School Heads, Division BEIS Validation Team Members, Public Schools District Supervisors, and Designated District LIS Coordinators are advised to attend the **VIRTUAL RE-ORIENTATION ON SCHOOL FORMS** on April 8, 2024, at 1:00 p.m.
2. The activity shall be conducted via Zoom and live-streamed via DepEd Tayo Quezon. Due to limitations in the number of participants allowed to enter the platform, only 8 devices/accounts per District can access the link; the rest can watch the FB live. The Public Schools District Supervisor, with the assistance of District LIS Coordinators, shall choose representatives to enter the platform, preferably representation from all sectors (e.g., School Head of Private Elementary, System Admin of Public Elem, Private Integrated Schools, PSDS, District Coordinators, etc.). The link will be provided in the morning.
3. Teachers who are vacant during the schedule may join and watch the live orientation since this also concerns learners.
4. All participants are requested to connect to the prescribed link 15 minutes before the meeting begins and are required to rename their Zoom account with the following

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



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

format: District Name of School Name_Full Name for proper identification. Please be reminded also to have all cameras turned on during the meeting.

5. Participants with internet difficulties may gather together in an area with a better internet connection.
6. Expenses relative to the conduct of LIS activities shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf03/21/2024

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

 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph



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

Matrix of Activities

April 8, 2024

National Anthem Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	VIDEO PRESENTATION
Presentation of Participants	RODELIO M. ESMERNA JR. Administrative Officer II
Welcome Remarks	VENUS T. BALMEDINA Assistant Schools Division Superintendent (SGOD-in-Charge)
Inspirational Message	ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
Statement of Purpose	MARBIN JERAMIL D. FRAGATA Planning Officer III
School Forms	JONATHAN F. DICHE Technical Assistant V
Open Forum	
Closing Remarks	ELIZABETH M. DE VILLA SGOD Chief

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