



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

21 May 2021

**DIVISION MEMORANDUM**  
DM No. 307, s. 2021

**PREPARATION FOR THE OPENING OF GUMACA SUB-OFFICE**

**TO: OIC-Assistant Schools Division Superintendents**  
**Administrative Officer V**  
**Public Schools District Supervisor – Gumaca East and West District**  
**School Head Gumaca National High School**  
**Personnel Section Head**  
**Personnel Section Staff**  
**Administrative Officer II of Gumaca Satellite Office**  
**Gumaca Satellite Office Staff**  
**All Others Concerned**



1. In reference with above subject, please be advise to attend the meeting on **May 24, 2021 (Monday)** at 8:30 A.M. via Zoom with **User ID: 974 4455 6193** and **PW: 12345**.
2. The participants are requested to connect to the prescribed link **15 minutes** before the meeting begins. It is also recommended to enter their **Full Name** in their corresponding zoom accounts for proper identification.
3. All expenses relative to this activity are chargeable against local/division fund subject to usual accounting and auditing procedures.
4. Attendance is a must. For strict compliance

*ea*  
**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



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