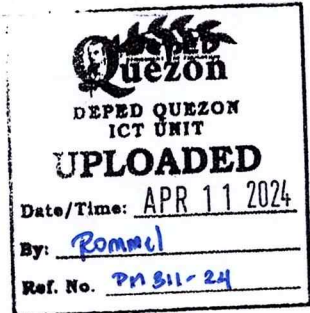




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



08 April 2024

DIVISION MEMORANDUM
 DM No. 311, s. 2024

2ND DIVISION MANAGEMENT COMMITTEE MEETING FOR C.Y. 2024

To: Assistant Schools Division Superintendents
 Division Chiefs
 Section Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Education Program Specialists
 Elementary and Secondary School Heads
 All Others Concerned

1. DepEd Quezon will conduct the 2nd Division Management Committee Meeting for C.Y. 2024 on May 2-3, 2024 at M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City. This is a live-out activity, and those participants coming from remote area may allocate day zero (day zero: May 1, 2024 for May 2, 2024 schedule and day zero: May 2, 2024 for May 3, 2024 schedule) for travel time at their own expense. The opening program will start at 8:30 a.m.
2. All Division Chiefs, Section Heads, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

Date	Attendees
May 2, 2024	<ul style="list-style-type: none"> • Division Chiefs • Section Heads • Education Program Supervisors • 1st & 3rd Congressional Districts (PSDSs, Elementary & Secondary School Heads)
May 3, 2024	<ul style="list-style-type: none"> • Division Chiefs • Section Heads • Education Program Supervisors • 2nd & 4th Congressional Districts (PSDSs, Elementary & Secondary School Heads)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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3. There will be a registration fee of **P800.00** for each participant to cover the expenses for the meals (breakfast, a.m. snacks, lunch and p.m. snacks).
4. Participants are expected to be at the venue 30 minutes before the scheduled activity. They are also requested to wear appropriate smart casual attire.
5. **Registration Fee and Travel Expenses** shall be charged to the respective School MOOE/local fund of the School Heads, while the expenses of Division Chiefs, Section Heads, EPSs, and PSDSs shall be charged to Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM No. 910, s. 2022 for clarifications on travel guidelines.
6. Immediate dissemination of this Memorandum is desired.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


cid-ims/lsw/dmbd/04/08/2024

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