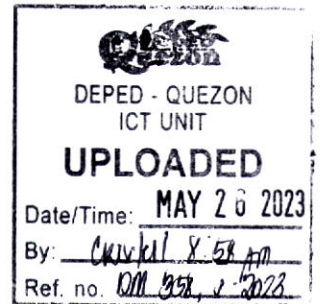




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 May 2023

DIVISION MEMORANDUM
DM No. 258, s. 2023

**OFFICER-IN-CHARGE (OIC) IN LIEU OF THE TOP MANAGEMENT'S
ATTENDANCE IN THE REGIONAL MANAGEMENT
COMMITTEE MEETING**

To: Assistant Schools Division Superintendents,
Division Chiefs and Section/Unit Heads,
Public Schools District Supervisors,
Elementary and Secondary School Heads,
All Others Concerned

1. In view of the attendance of the the Top Management in the Regional Management Committee Meeting, **Ms. Elizabeth M. De Villa**, SGOD Chief, is hereby designated as the *Officer-In-Charge* on **May 26, 2023**. She will sign all routine communications except appointments and financial matters.
2. In this connection, official correspondence shall be signed as follows:

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

ELIZABETH M. DE VILLA
SGOD Chief

3. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph