



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

DEPED - QUEZON
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06 May 2022

DIVISION MEMORANDUM
 DM No. 368, s. 2022

SUBMISSION OF NAMES OF IN-SERVICE AND RETIRED TEACHING AND NON-TEACHING PERSONNEL FOR LOYALTY AND SERVICE AWARD

To: Assistant Schools Division Superintendents
 Division Chiefs
 School Head In-Charge of Governance and Operations
 District Learning and Development Coordinators
 All Others Concerned

1. In recognition of the invaluable services rendered by DepEd Quezon employees, this Office through the Human Resource Development (HRD) Section requests all school heads to submit the names of their [**retired teaching and non-teaching personnel**] from **January 2020 to January 2022**, who had rendered service to DepEd Quezon for [**25 years and above**], in relation with the conferment of the **Service Award**.
2. For the **Loyalty Award**, they are also requested to submit the names of [**in-service teaching and non-teaching personnel**] from **January 2020 to January 2022**, who has served continuously and satisfactorily for [**at least 36 years**].
3. Please be advised that the deadline of submission is on **May 27, 2022, 5:00 p.m.**, through the following links:

Award Category	Submission Link
Service Award (25 years & above) <i>*from January 2020 to January 2022 only</i>	tinyurl.com/RetiredPerSA20-22
Loyalty Award (36 years & above from January 2020 – January 2022) <i>*from January 2020 to January 2022 only</i>	tinyurl.com/InserviceLA20-22

DEPEDQUEZON-TM-SDS-04-009-003



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4. Please be advised that **the link shall be closed automatically** after the deadline and **no late submission will be accepted**.
5. A separate Memorandum will be released to inform all concerned regarding the final list of **Service and Loyalty Awardees**.
6. Immediate and widest dissemination of this Memorandum is desired.

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

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