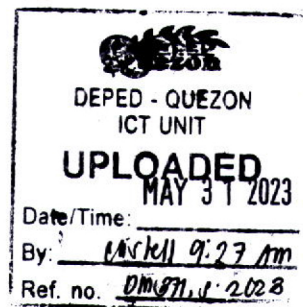




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



30 May 2023

DIVISION MEMORANDUM

DM No. 371, s. 2023

3rd DIVISION MANAGEMENT COMMITTEE MEETING FOR C.Y. 2023

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

1. DepEd Quezon will conduct the 3rd Division Management Committee Meeting on **June 5-7, 2023** in different venues in Quezon Province. This is a live-out activity, and those participants coming from remote areas may allocate day zero for travel time.
2. All Public Schools District Supervisors, Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

Date and Time	Venue	Attendees
June 5, 2023 (Monday) 1:00 p.m. – 5:00 p.m.	Real Central School, Real, Quezon	1st Congressional District (except Pagbilao, Lucban, Mauban, and Sampaloc) (PSDSs, Elementary and Secondary School Heads)
June 6, 2023 (Tuesday) 8:00 a.m. – 12:00 p.m.	LGU Tiaong Covered Court, Tiaong, Quezon	2nd Congressional District (including Pagbilao, Lucban, Mauban, and Sampaloc) (PSDSs, Elementary and Secondary School Heads)
June 7, 2023 (Wednesday) 8:00 a.m. – 12:00 p.m.	Pagbilao National High School, Pagbilao, Quezon	3rd and 4th Congressional Districts (PSDSs, Elementary and Secondary School Heads)

DEPEDQUEZON-TM-SDS-04-009-003




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3. The agenda of the meeting are as follows:
 - a. Accomplishment Report for the 1st Quarter of CY 2023;
 - b. Direction for the 2nd Semester of CY 2023;
 - c. Preparation for the End of School Year (EOSY) Rites for SY 2022-2023 and Beginning of School Year (BOSY) for SY 2023-2024; and
 - d. Other concerns of schools and field personnel.
4. There will be a registration fee of **P400.00** for each participant (School Heads) to cover the expenses for the meal).
5. Onsite registration starts thirty (30) minutes before the scheduled activity. Participants are also requested to wear appropriate smart casual attire.
6. School Heads who cannot attend on the set schedule are advised to send their representatives to the said activity.
7. To ensure the implementation of health and safety protocols amidst the COVID-19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of IATF.
8. **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, Unit/Section Heads, and PSDSs shall be charged to Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
9. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

osdskoo05/30/2023

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Enclosure No. 1 to DM No. 371, s. 2023

LIST OF PARTICIPANTS (TM and SDO Personnel)

1. Rommel C. Bautista, CESO V –SDS
2. Herbert D. Perez – ASDS
3. Gregorio T. Mueco – ASDS
4. Edward D. Garcia – OIC-ASDS
5. Lorena S. Walangsumbat – CID Chief
6. Elizabeth M. De Villa – SGOD Chief
7. Maria Dolores D. Atienza – AOV
8. Wennie O. Gaela – AO IV/ HRMO
9. Sherelyn O. Pardilla – AO IV/ Records Officer
10. George D. Aguila – AO IV/ Supply Officer
11. Hilariona E. Coronado – AO IV/ Procurement Officer
12. Shiela E. Javen – Cashier
13. Catherine A. Pureza – AO V/ Budget Officer III
14. Edmundo Marin Jr. – Accountant III
15. Rexcia Maria B. Baldeo – Attorney III
16. Wilbert B. Porteza – IT Officer I
17. Raul R. Agaran – EPS
18. Ramir O. Arbolente – Engineer III
19. Marie Antoinette A. Tesalona – Medical Officer III
20. Marbin Jeramil D. Fragata – Planning Officer III
21. Regina V. Marino – SEPS (HRD)
22. Paul Clifford N. Marquez – SEPS (SMN)
23. Oscar R. Duma Jr. – SEPS (PAR)
24. Ma. Bernadit M. Tupas – EPS II (SME)
25. Arvin P. Repaso – PDO II (DRRM)
26. Leah A. Perez – PDO I (YFD)
27. Juanito A. Merle – EPS/ QMR
28. Jee-Ann O. Borines – EPS (LRMDC)
29. Asuncion C. Ilao – EPS (ALS)

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Enclosure No. 2 to DM No. 371 s.2023

TECHNICAL WORKING COMMITTEE

Chairperson	SDS Rommel C. Bautista, CESO V
Co-Chairpersons	ASDS Herbert D. Perez ASDS Gregorio T. Mueco ASDS Edward D. Garcia
Overall Activity Coordinators	SGOD Chief Elizabeth M. De Villa CID Chief Lorena S. Walangsumbat
Program and Invitation Committee	EPS Raul R. Agaran EPS Jee-Ann O. Borines Atty. Rexcia Maria B. Baldeo
Registration and Reception Committee	SEPS Regina V. Marino (HRD) EPS Asuncion C. Ila (ALS) EPS II Maria Bernadit M. Tupas (SME)
Certificates Committee	Sherelyn O. Pardilla – AO IV (Records) PDO I Leah Perez (YFD)
Physical Arrangement, Decorations, AVP, and Sound System Committee	ITO Wilbert B. Porteza Engineer Ramir O. Arbolente SEPS Paul Clifford N. Marquez (SMN) George D. Aguila – AO IV (Supply Officer)
Food and Refreshment Committee	AO V Maria Dolores D. Aitenza AO IV Wennie O. Gaela (Personnel) AO IV Hilariona E. Coronado (Procurement)
Committee on Finance	Accountant Edmundo R. Marin Jr. AO V/ BO III Catherine A. Pureza AO IV Shiela E. Javen (Cash)
Health and Wellness, and Safety Committee	Dra. Marie Antoinette A. Tesalona – Medical Officer PDO II Arvin P. Repaso (DRRM) District Nurse
Documentation and Accomplishment Report/Minutes of ManCom	EPS Juanito A. Merle Oscar R. Duma Jr. – SEPS (Research) Marbin Jeramil D. Fragata – Planning Officer III

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