



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

November 23, 2020

**DIVISION MEMORANDUM**  
DM No. 376, s. 2020

**COMPOSITION AND DESIGNATION OF THE TECHNICAL WORKING GROUP AND  
INSPECTORATE TEAM FOR THE DELIVERY AND DISTRIBUTION OF SECOND  
QUARTER SELF-LEARNING MODULES**

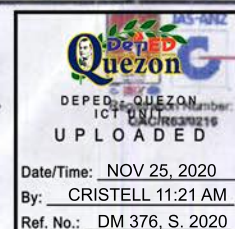
**To:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Public Elementary and Secondary School Heads, All Others Concerned

1. The issuance of DepEd Order 12, s. 2020, "Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency", set the overall strategic plan of the Department in fulfilling its mandate to deliver quality basic education amidst any situation. A salient feature of the BE-LCP is the adherence to the government's directive of "no to face-to-face classes until safe", prompting schools to resort to various distance learning modalities.
2. Aligned with DepEd's BE-LCP, the Schools Division Office of Quezon crafted its Learning Continuity Plan (LCP), in which 96 percent of the learners preferred printed self-learning modules (SLMs) as their primary learning resource. Responsive to the need of printed SLMs, the central office and regional office allocated funds which shall cover the 1:1 learner to module ratio in all learning areas for kindergarten to grade 10 learners, and most subjects for senior high school.
3. To ensure that the allotted SLMs will be received by the schools and distributed to all learners on-time, a technical working group (TWG) is formed. They are also responsible in keeping records of delivery and distribution are accurate and complete.
4. In addition to the TWG, members of the inspectorate team, as reconstituted by virtue of Division's UM No. 206, s. 2020, shall assist the TWG and perform their expected duty as stated in the herein mentioned issuance.
5. Please refer to Enclosure 1 for the list of members of the technical working group (TWG), inspectorate team and the respective location of deployment.

asds/gacjr/11/23/2020  
DEPEDQUEZON-TM-SDS-04-009-003



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6. Members of the TWG and inspectorate team are expected to report to their respective place of assignment on the following dates:
  - December 17 to 18, 2020 - Kindergarten to Grade 10 SLMs
  - December 28 to 29, 2020 - Senior High School SLMs
7. SDO and school personnel involved in this activity who may be required to render overtime services may earn compensatory time-off (CTO) or overtime pay, subject to availability of funds and should be in accordance to existing policies and guidelines of the Civil Service Commission and pertinent issuances of the DepEd.
8. The executive committee shall meet the members of the TWG and the inspectorate team to clarify their roles and the respective terms of reference. The meeting shall be announced through a separate memorandum.
9. Expenses relative to the conduct of this activity may be charge to SDO and school funds subject to usual accounting and auditing guidelines.
10. Immediate dissemination of and compliance to this Memorandum is earnestly sought.

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

osds/gacjr/10/13/2020  
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**Enclosure 1**

<b>EXECUTIVE COMMITTEE</b>		
Overall Chair:	Elias A. Alicaya, Jr. OIC-Schools Division Superintendent	
Co-Chairs:		
Gregorio A. Co, Jr. OIC-ASDS	Gregorio T. Mueco OIC-ASDS	Herbert D. Perez OIC-ASDS
Members:	Lorena S. Walangsumbat CES, CID	Elizabeth M. De Villa CES, SGOD
<b>TECHNICAL WORKING GROUP</b>		
Overall Chairperson:	Maria Dolores D. Atienza	
Co-Chairs:	George D. Aguila	
Members:		
1 <sup>st</sup> Congressional District Delivery Point: Real CES Team Leader: JEAN O. SOLOMON Iona P. Portales- Real DPC Guerson S. Garcia Aries C. Sollestre Dan Joseph M. Manlogon Renz Gerald A. Calzado Narciso C. Morada- Infanta DPC Richard Miras Jowe C. Junterial Ronnie Z. Florentino Jake M. Cuento Mark Joseph G. Laberinto	2 <sup>nd</sup> Congressional District Delivery Point: Division Office Team Leader: George D. Aguila Milo M. Altovar-Utility Eloinel S. Etino-Utility Ronaldo I. Merano-Utility Richard E. Vidano-Bookkeeper Arnel P. Adormeo Edgar M. Ramirez- Talipan NHS Manny M. Daleon- Talipan ES Apollo P. Esguerra- Pagbilao ES	
3 <sup>rd</sup> Congressional District Delivery Point: Catanauan CES Team Leader: MICHELLE D. PORNOBI Joseph C. Malaya-DPC Catanauan I Geronimo Q. Alojado, Jr.-DPC Catanauan II Renato D. Pido, Jr.- T-I Marie Grace F. Caja- T-III Elna M. Delos Reyes- T-I Ronaldo R. Roces- T-II Rolando R. De Borja- Utility Woker Agustin J. Caja-Utility Worker Ernesto Garcia- Utility Worker	4 <sup>th</sup> Congressional District Delivery Point: Gumaca East CES Team Leader: JOY M. SANCHEZ Richard S. Bucad-DPC Gumaca West John Hardy R. Manata Noel B. Ingente Christian Paolo A. Oribe Jommel L. Arevalo Rodel F. Arganda-DPC Gumaca East Reynaldo M. Mapusao Johnny M. Torculas Pio Willie P. Canzana	

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Ernesto Garcia- Utility Worker Ivan Alojado- Utility Worker		Pio Willie P. Canzana Emerson B. Calapan	
<b>INSPECTORATE TEAM</b>			
Overall Team Leader:		Fernando T. Seño	
Regular Members:		Noeme B. Ferrancullo	Hector C. Laurio
<b>Real CES</b> Arvin P. Repaso Rommel T. Oczon Ronjemmele A. Rivera		<b>Division Office</b> Fernando T. Seno Noeme B. Ferrancullo Abner L. Pureza	
<b>Catanauan CES</b> Hector C. Laurio Vincent Lawrence B. Habito Arlene M. Tolentino		<b>Gumaca East CES</b> Paul Clifford N. Marquez Regina V. Marino Alexander G. Romulo	

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