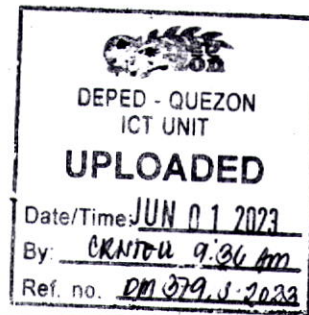




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



30 May 2023

**DIVISION MEMORANDUM**

**DM No. 379, s. 2023**

**CONDUCT OF PROJECT OSDS (OUTSTANDING SUPPORT DELIVERY SERVICES), A ONE-STOP SHOP FEATURING OTHER GOVERNMENT AGENCIES IN DEPED QUEZON**

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

1. The Department of Education Division of Quezon is pleased to announce the conduct of **Project OSDS (Outstanding Support Delivery Services)**, a one-stop shop featuring other government agencies within the premises of DepEd Quezon. This initiative aims to provide convenient access to extended services offered by other government agencies such as GSIS, PhilHealth, Pag-IBIG, PRC, CSC, CENRO Tayabas, UBRDEC, Landbank, BTR, and BIR.
2. Committed to ensuring a holistic well-being of both its internal and external stakeholders, DepEd Quezon's initiative of establishing a one-stop shop will serve as a centralized hub where all DepEd clients, including students, teachers, and employees, can access various services in a single location. Acknowledging the importance of addressing the needs of its personnel, this innovative approach aims to streamline processes, reduce waiting time, and enhance the overall client experience.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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3. The following key features will be available at the One-Stop Shop:

<b>Key Features</b>	<b>Description</b>
a.) Integrated Service Center	Each participating government agency will have a dedicated kiosk within the One-Stop Shop. These kiosks will offer public assistance and information related to their respective government services.
b.) Agency Desks	Agency desks will be established to facilitate in-depth assistance and address specific queries from DepEd Quezon personnel. Trained representatives from participating government agencies will be available at their respective desks to provide accurate information and guidance.
c.) Comprehensive Services	The One-Stop Shop will offer a wide range of services including loan consultations, funding inquiries, membership registration, claims processing, pension and retirement benefits consultations, and more.

4. All school heads are encouraged to disseminate this information to their respective teaching and non-teaching personnel and emphasize the significance of this initiative in enhancing the accessibility of extended government services for DepEd personnel.
5. The conduct of the One-Stop Shop should not disrupt regular classes or impede the delivery of quality education. Adequate measures will be implemented to ensure that the activity within DepEd Quezon premises does not compromise the learning process. It is advised to refer to the "No Disruption of Classes Policy" and "Time-on-Task Policy".

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6. The One-Stop Shop is expected to be operational from **June 26-30, 2023** at **SDO Quezon Training Center**. Please refer to the schedule:

Date	District/Office
June 26, 2023	SDO Quezon
June 27, 2023	1 <sup>st</sup> District of Quezon
June 28, 2023	2 <sup>nd</sup> District of Quezon
June 29, 2023	3 <sup>rd</sup> District of Quezon
June 30, 2023	4 <sup>th</sup> District of Quezon

7. To ensure the health and safety of all participants during the COVID-19 pandemic, strict compliance with the guidelines and policies set by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) and the Department of Health (DOH) is mandatory throughout the duration of the activity. Strict adherence to established protocols is expected.
8. For inquiries and other concerns, please coordinate with **Vince Angelo L. Dedace (AO II)**, **Arlene M. Tolentino (AO II)**, and **Kristoffer O. Oineza (AO II)**.
9. Immediate and wide dissemination of this Memorandum is requested.

  
**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent

Admvd05/30/2023  
DEPEDQUEZON-TM-SDS-04-009-003



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