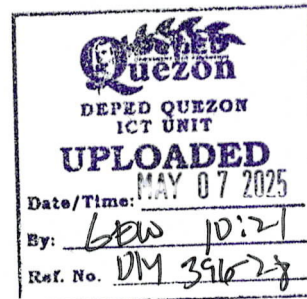




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 April 2025

DIVISION MEMORANDUM
DM No. 3916, s. 2025

**DIVISION PERSONNEL WITH OUTSTANDING DOCUMENT TRACKING SYSTEM (DTS)
EFFICIENCY RATE FOR THE 1ST QUARTER OF 2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit and Section Heads
Division Office DTS in Charge
Sub Offices DTS in Charge
All Others Concerned

1. This Office, through the Records Section announces the **Division Personnel with Outstanding Document Tracking System (DTS) Efficiency Rate for the 1st Quarter of 2025**. This is to recognize the outstanding performance of DTS-in-Charge and Section Heads who demonstrate excellence in the timely processing and proper management of documents through the QODTS platform.
2. Please see the Table below for the list of awardees:

Name	DTS Account	Q1 Average Efficiency Rate
1. Honeylee V. Ronquillo	Accounting (GSO)	100.00%
2. Alegria A. Medenilla	Budget	100.00%
3. Jewel Lee J. Depusoy		
4. Catherine A. Pureza (Section Head)		
5. Maribeth D. Fragata	QMS	100.00%
6. Juanito A. Merle (Section Head)		
7. Rebecca A. Valiente	Records (GSO)	100.00%
8. Arlyn B. Jaron	ASDS (GSO)	99.93%
9. Lorena G. Abdon	Accounting (Liquidation 1st & 3rd)	99.65%
10. Mark Roe Esmerina	Planning	99.27%
11. Marbin Jeramil D. Fragata (Section Head)		
12. Annalou P. Pena	Admin Payroll (GSO)	98.81%
13. Jayzelle R. Oliveros	Accounting (Provident/Clearance)	98.67%

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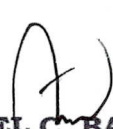
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Name	DTS Account	Q1 Average Efficiency Rate
14. Amador V. Capinpin	Records 1	98.52%
15. Angelo S. Rañeses	Records	97.52%
16. John Christian A. Menguito		
17. Jackqueline D. Nuyda	Legal	97.43%
18. Penelope Ann A. Villaflores		
19. Carleen D. Aguila		
20. Atty. Rexcia B. Baldeo (Section Head)		
21. Therese O. Pardo	Office of the SDS	96.57%
22. Resiele G. Coronacion		
23. Floricel R. Lagos		
24. Amy T. Misa	EFS	96.53%
25. Guierzon Sollestre	Records (RSO)	96.29%
26. Jhan Ely Marie R. Agaton	Personnel (GSO)	94.67%
Nothing Follows		

3. For the information of all concerned, immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

recsop04/30/2025

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