



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



7 June 2023

DIVISION MEMORANDUM

DM No. 401, s. 2023

ASSISTANT SCHOOLS DIVISION SUPERINTENDENT (ASDS) IN - CHARGE ON JUNE 14 TO JUNE 30, 2023

To: Assistant Schools Division Superintendents,
 Division Chiefs,
 HRMPSB-Chairman, Members and Secretariat,
 Section/Unit Heads
 Public Schools District Supervisors
 All Others

- In view of the attendance of OIC-ASDS Edward D. Garcia to the 51st Session of the Integrated Salamin-Diwa (SALDIWA) ng Paglilingkod Training Course under the Career Executive Services (CES) Leadership and Management Policy (LAMP) Program, the following are hereby designated as the ASDS-In-Charge on **June 14-30, 2023**. They will sign communications on the following assignments except appointments.

| ASDS | Assignment |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASDS Gregorio T. Mueco | <ul style="list-style-type: none"> ➤ Curriculum Implementation Division (CID) ➤ Human Resource Management Personnel Selection Board (HRMPSB) ➤ 1st Congressional Districts <ul style="list-style-type: none"> -NOSI/NOSA -ERF -Form 6 and Form 7 -Travel Orders (including Itinerary and Certificate of Travel Completed – Field) -Return indorsements to field (without action or for compliance) -Special Order (Service Credits, Return to Duty, Change of Name) Other Issuances |

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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| ASDS Herbert D. Perez | <ul style="list-style-type: none">➤ 2nd Congressional Districts-NOSI/NOSA-ERF-Form 6 and Form 7-Travel Orders (including Itinerary and Certificate of Travel Completed – Field)-Return indorsements to field (without action or for compliance)Other issuances. |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perajmo06/07/2023

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