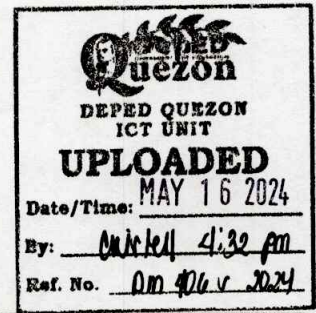




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 May 2024

DIVISION MEMORANDUM
 DM No. 406, s. 2024

REITERATION ON THE CONDUCT OF ONE-STOP SHOP FOR OVERSIGHT AGENCIES AND PROVISION OF TECHNICAL ASSISTANCE TO DEPED QUEZON CLIENTS

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

- In reference to Division Memorandum No. 146, s. 2024 titled “Conduct of Project OSDS (Outstanding Support Delivery Services) for C.Y. 2024, a One-Stop Shop for Oversight Agencies and Provision of Technical Assistance to DepEd Quezon Clients”, this office reiterates the schedule of the activity on the following dates:

Key Features	Description
May 24, 2024	Real Sub-Office, Real, Quezon
July 25, 2024	Gumaca Sub-Office, Gumaca, Quezon
July 26, 2024	Catanauan Sub-Office, Catanauan, Quezon

- 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.
- The conduct of this activity 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 do not compromise the learning process. It is advised to refer to the “No Disruption of Classes Policy” and “Time-on-Task Policy”.
- 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

DEPEDQUEZON-TM-SDS-04-009-003



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(IATF) on Emerging Infectious Disease and the Department of Health (DOH) is mandatory throughout the duration of the activity. Strict adherence to established protocols is expected.

5. Enclosed is the list of names of the Technical Working Group (TWG) for the said activity.
6. Expenses incurred relative to the conduct of this activity shall be charged against the respective Division/School MOOE of the participants, subject to usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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Enclosure to DM No. 406, s. 2024

LIST OF TECHNICAL WORKING GROUP

	NAME	POSITION	OFFICE
1.	Maria Dolores D. Atienza	AO V	Division Office
2.	Wennie Gaela	AO IV	Division Office
3.	Shiela Javen	AO IV	Division Office
4.	Vince Angelo L. Dedace	AO II	Talisay Elementary School
5.	Norvic C. Villania	AO II	Talipan Elementary School
6.	Kristoffer O. Oineza	AO II	Talaan Elementary School
7.	Layla Anna B. Magtangob	ADAS III	Division Office

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