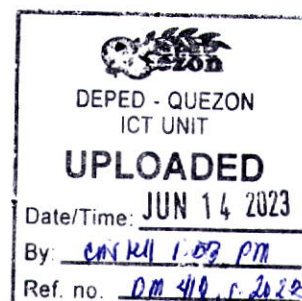




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 June 2023

DIVISION MEMORANDUM
DM No. 412, s. 2023

**INITIAL ASSESSMENT OF PERTINENT DOCUMENTS FOR RECLASSIFICATION OF
MASTER TEACHER AND SCHOOL HEAD POSITIONS**

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Public Schools District Supervisors
HRMPSB Members, TWG and Secretariat
All Others Concerned

1. In preparation for the Comparative Assessment of Applicants for Reclassification for Master Teacher and School Head positions and in compliance with the June 30, 2023, submission deadline of the Regional Office, the following members of the HRMPSB-TWG are hereby requested to conduct initial assessment of pertinent documents of applicants on **June 15-16, 2023, at the Division Library Hub** and **June 19-20, 2023 at the SDO Training Center.**

Name	Position
1. Walter F. Galarosa	Education Program Supervisor
2. Celestina M. Alba	Education Program Supervisor
3. Carmela Ezcel A. Orogo	Education Program Supervisor
4. Jee Ann O. Borines	Education Program Supervisor
5. Rejulios M. Villenes	Public School District Supervisor
6. Sharon A. Villaverde	Public School District Supervisor
7. Jaime F. Zara Jr.	Public School District Supervisor
8. Mario Pablo V. Umali Jr.	Public School District Supervisor
9. Ma. Lourdes C. Cabanag	Public School District Supervisor
10. Raquel P. Marcuap	Public School District Supervisor
11. Restituto M. Hernandez	Public School District Supervisor
12. Maria Fatima U. Calayag	Public School District Supervisor
13. Catalino L. Porta	Public School District Supervisor
14. Jessie E. Quesea	Public School District Supervisor

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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2. To ensure the implementation of health and safety protocols amidst the COVID – 19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of the IATF.
3. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules and regulations. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
4. Immediate posting and wide dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perajmo06/14/2023

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