



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

DEPED - QUEZON ICT UNIT	
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14 June 2023



DIVISION MEMORANDUM

DM No. 415, s. 2023

**REQUEST FOR ASSISTANCE OF ADMINISTRATIVE OFFICERS II IN THE DATA
CONSOLIDATION OF ONE-TIME CLEANSING OF PPE ACCOUNT
BALANCES AND ENCODING IN THE INVENTORY SYSTEM**

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

1. In view of the necessity to finish the data consolidation of One-Time Cleansing of PPE Account Balances and encoding in the Inventory System, this Office requests the assistance of the following Administrative Officers II (See names in the attached list) .
2. The said AO II are requested to report to the Division Office on June 15 to 16, 2023, June 19 to 21, 2023 and June 26 to 28, 2023. They are also requested to coordinate with their respective school heads for the said arrangement.
3. Travel expenses shall be charged to school MOOE subject to the usual accounting and auditing rules.
4. Immediate posting and dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Supgda06/13/2023

DEPEDQUEZON-TM-SDS-04-009-003



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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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Enclosure to DM No. 415 s. 2023

No.	NAME	POSITION
1.	ANNA JOY C. TOLOSA	Administrative Officer II
2.	DANRIA PAULETTE Z. DE MESA	Administrative Officer II
3.	SIEGFRED JAN M. AGUILAR	Administrative Officer II
4.	MA. CHRISTINE JOYCE N. DUDAS	Administrative Officer II
5.	SIDENUELLE Y. AGUILA	Administrative Officer II
6.	NIKKOCHEA A. AYALA	Administrative Officer II

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