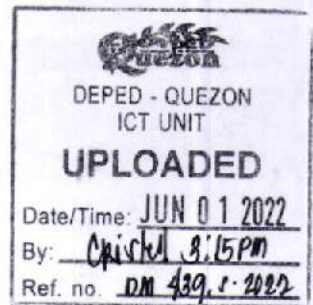




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 May 2022

DIVISION MEMORANDUM
DM No. 439, s. 2022

**WRITESHOP CUM TECHNICAL ASSISTANCE ON DIVISION EDUCATION AND
SCHOOL IMPROVEMENT PLANS**

**To: Assistant Schools Division Superintendents
Division Chiefs
Division Planning Team Members
Other Concerned School Personnel**

1. Division Planning Team Members and Select School Personnel as stated in the hereto attached Travel Order are hereby advised to participate in the Division WRITESHOP CUM TECHNICAL ASSISTANCE ON DIVISION EDUCATION AND SCHOOL IMPROVEMENT PLANS on June 23-24, 2022, at Quezon Premier Hotel, Lucena City.
2. Training/Writeshop Expenses relative to the conduct of this activity shall be charged against HRTD Fund while travel and incidental expenses shall be charged against School/Division MOOE subject to the usual accounting and auditing rules and regulations.
3. For the information and guidance of all concerned.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Parmjdf05/27/2022

DEPEDQUEZON-TM-SDS-04-009-003




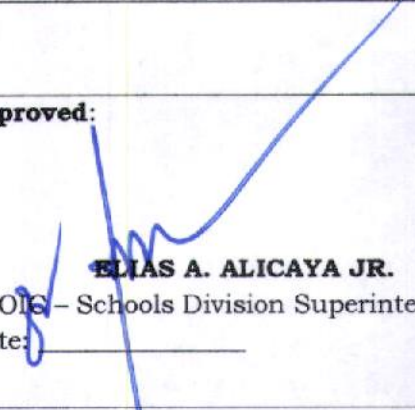
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Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

<u>AUTHORITY TO TRAVEL</u>				Control No.
REGION IVA (CALABARZON) - DIVISION/SCHOOL:				
Date of Filing	May 27, 2022			
NAME	ASDS Gregorio Co Jr. ASDS Herbert Perez ASDS Gregorio Mueco CID Chief Lorena Walangsumbat SGOD Chief Elizabeth De Villa EPS Juanito Merle EPS Abner Pureza PSDS Rejulius Villenes SEPS Gilbert Alva SEPS Oscar Duma Jr. DPO Marbin Jeramil D. Fragata SP Nimpha Reyes SP Grace Salvatus SP Reynaldo Nanong SP Carlo Erba Pacinos			
Position/ Designation	Division Personnel/ School Principals			
Permanent Station	Division/ Select School			
Purpose of Travel	To attend Writeshop cum Technical Assistance on Division and School Improvement Plan			
Activity Organized/ Sponsored By	DepEd Region-4A Calabarzon			
Period Covered <i>(Inclusive of Travel Time)</i>	From	June 23, 2022	to	June 24, 2022
Please Check	<input type="checkbox"/> Official Business <input type="checkbox"/> Official Time			
Venue/Destination	QUEZON PRIMIERS HOTEL, LUCENA CITY			
Expenses Covered	Travel and Incidental Expenses subject to the usual accounting and auditing rules and regulations			
Fund Source (Pap Code/...)	Division/ School MOOE			

Fund Source (Pap Code/...)	Division/School MOOE
Recommending Approval:  GREGORIO A. CO JR. ASDS Date: _____	Approved:  ELIAS A. ALICAYA JR. OIG - Schools Division Superintendent Date: _____