



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

DEPED - QUEZON
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23 June 2023

DIVISION MEMORANDUM
 DM No. 452, s. 2023

DELIVERY OF BASIC PUBLIC SERVICES DURING THE CONDUCT OF CAPACITY-BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL OF DEPED QUEZON-DIVISION OFFICE

To: Assistant Schools Division Superintendents,
 Division Chiefs,
 Unit/Section Heads,
 Public Schools District Supervisors,
 Elementary and Secondary School Heads,
 Liaison Officers,
 Sub-Offices Personnel,
 All Others Concerned

1. In view of the participation of all Division Personnel to the **Capacity-Building Seminar-Workshop for Non-Teaching Personnel of DepEd Quezon to Revitalize Professionalism, Strengthen Teamwork, and Reignite Passion for Work on June 26-27, 2023** (Monday-Tuesday) at M.I Sevilla's Resort Brgy. Domoit Lucena City, this Office hereby assigned the following personnel to render their service at the **Records Section** to ensure continuous delivery of public services on the above-mentioned dates.

Name	Position	School / District	Proposed Window Assignment
MONETTE M. DAPITO	ADAS II	Pili National High School	1 st Congressional District
ETHEL ROSE E. BELE	ADAS II	Sta. Catalina National High School	2 nd Congressional District
CRISTINA E. MACAPIA	AO II	Sariaya National High School	3 rd Congressional District
MYCRIS P. MACAPIA	ADAS II	Bukal Sur National High School	4 th Congressional District





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2. The assigned personnel above are also requested to **report at the SDO Pagbilao, Records Section on June 23, 2023 (Friday)** for proper endorsement of the tasks to be performed.
3. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

recmjgm06/23/2023

DEPEDQUEZON-TM-SDS-04-009-003



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