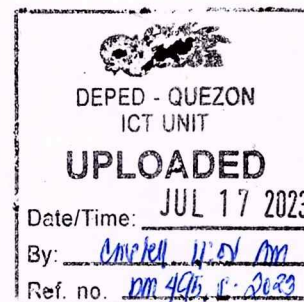




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 July 2023

**DIVISION MEMORANDUM**  
DM No. 495, s. 2023

**CORRIGENDUM TO DM NO. 344, s. 2023, RE: OFFICER-IN-CHARGE (OIC)  
DESIGNATION ON JULY 20 TO 24, 2023**

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

1. In reference to Division Memorandum No. 344, s. 2023 titled **Officer-In-Charge (OIC) Designation on July 20 to July 24, 2023**, and in view of the attendance of the Top Management at the On-Site Regional Management Committee Meeting, please be informed of the hereby designated **Officers-In-Charge** from **July 20 to 25, 2023**.
2. The following OICs shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.

Name	Position	Schedule
EDWARD D. GARCIA	OIC-ASDS	July 20, 2023 (Thursday)
MARIA DOLORES D. ATIENZA	Administrative Officer V	July 21, 2023 (Friday)
LORENA S. WALANGSUMBAT	CID Chief	July 24-25, 2023 (Monday-Tuesday)

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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



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

---

3. In connection, all official correspondence shall be signed as follows:

FOR:

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

BY:

**FULL NAME OF DESIGNATED OIC**  
Position

4. Immediate dissemination of this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

osdsSDO07/17/2023

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

**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