



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

**Quezon**  
 DEPED QUEZON  
 ICT UNIT  
**UPLOADED**  
 Date/Time: JUN 27 2024  
 By: CAROL 4:02 pm  
 Ref. No. DM 502 2024

16 May 2024

**DIVISION MEMORANDUM**  
 DM No. 502, s. 2024

**REITERATION ON THE CONDUCT OF ONE-STOP SHOP FOR OVERSIGHT AGENCIES  
 AND PROVISION OF TECHNICAL ASSISTANCE TO DEPED QUEZON CLIENTS**

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

- In reference to Division Memorandum No. 146, s. 2024 titled "Conduct of Project OSDS (Outstanding Support Delivery Services) for C.Y. 2024, a One-Stop Shop for Oversight Agencies and Provision of Technical Assistance to DepEd Quezon Clients", this office reiterates the schedule of the activity on the following dates:

Key Features	Description
July 16, 2024	Catanauan Sub-Office, Catanauan, Quezon
July 17, 2024	Gumaca Sub-Office, Gumaca, Quezon

- All school heads are encouraged to disseminate this information to their respective teaching and non-teaching personnel and emphasize the significance of this initiative in enhancing the accessibility of extended government services for DepEd personnel.
- The conduct of this activity should not disrupt regular classes or impede the delivery of quality education. Adequate measures will be implemented to ensure that the activity within DepEd Quezon premises do not compromise the learning process. It is advised to refer to the "No Disruption of Classes Policy" and "Time-on-Task Policy".
- Enclosed is the list of names of the Technical Working Group (TWG) for the said activity.

DEPEDQUEZON-TM-SDS-04-009-003



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5. To ensure the health and safety of all participants during the COVID-19 pandemic, strict compliance with the guidelines and policies set by the Inter-Agency Task Force (IATF) on Emerging Infectious Disease and the Department of Health (DOH) is mandatory throughout the duration of the activity. Strict adherence to established protocols is expected.
6. Expenses incurred relative to the conduct of this activity shall be charged against the respective Division/School MOOE of the participants, subject to usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

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

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Enclosure to DM No. 572, s. 2024

**LIST OF TECHNICAL WORKING GROUP**

	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1.	Maria Dolores D. Atienza	AO V	Division Office
2.	Wennie Gaela	AO IV	Division Office
3.	Shiela Javen	AO IV	Division Office
4.	Norvic C. Villania	AO II	Talipan Elementary School
5.	Kristoffer O. Oineza	AO II	Talaan Elementary School

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