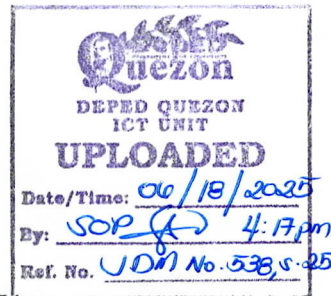




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SCHOOLS DIVISIONS OF QUEZON PROVINCE, LUCENA CITY, TAYABAS CITY



04 June 2025

JOINT DIVISION MEMORANDUM
No. 538, s. 2025

2025 QUEZON EDUCATORS' RESEARCH CONVENTION (QERC)

To: Assistant Schools Division Superintendents
Division Chiefs
QERC Committee Members
Elementary and Secondary School Heads
All Others Concerned

1. In support of the 5-Point Reform Agenda of the Department of Education (DepEd) and DepEd Order No. 16, s. 2017 "Research Management Guidelines", the Schools Division of Quezon, Schools Division of Tayabas City, and Schools Division of Lucena City in collaboration with the Provincial Government of Quezon, jointly announce the conduct of the **2025 Quezon Educators' Research Convention (QERC)** with theme **"From Data to Impact: Advancing Literacy and Numeracy through Research"**, on **August 9-10, 2025** and **August 16-17, 2025** at Quezon Convention Center, Lucena City.
2. **It aims to:**
 - a. Disseminate completed research studies conducted by teachers, school heads, and education personnel to promote evidence-based practices in basic education, particularly those addressing literacy and numeracy development;
 - b. Showcase innovative and context-responsive research initiatives that directly contribute to improving education outcomes;
 - c. Foster a culture of research and reflective practice among educators by providing a platform for knowledge exchange focused on strengthening literacy and numeracy outcomes; and

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- d. Encourage the utilization of research findings to inform school-based decisions, instructional improvements, and policy directions.
3. The 2025 QERC shall be held in **four (4) clusters** with the following schedule:

Date	Cluster	Congressional District/ Office
August 9, 2025 (Saturday)	Cluster 1: SDO Quezon	First District - Burdeos - General Nakar 1 - General Nakar II - Infanta - Jomalig - Panukulan - Patnanungan - Polillo - Real Third District - San Andres - San Francisco I - San Francisco II - San Narciso I - San Narciso II Fourth District - Guinayangan North - Guinayangan South - Tagkawayan I - Tagkawayan II SDO Personnel
August 10, 2025 (Sunday)	Cluster 2: SDO Lucena City SDO Quezon	First District - Lucban - Mauban North - Mauban South - Pagbilao I - Pagbilao II - Sampaloc Second District - Candelaria East - Candelaria West - Dolores SDO Lucena City

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Date	Cluster	Congressional District/ Office
August 16,2025 (Saturday)	Cluster 3: SDO Quezon	Third District - Buenavista I - Buenavista II - Catanauan I - Catanauan II - Mulanay I - Mulanay II Fourth District - Alabat - Atimonan I - Atimonan II - Calauag East - Calauag West - Gumaca East - Gumaca West - Lopez East - Lopez West - Perez - Plaridel - Quezon
August 17,2025 (Sunday)	Cluster 4: SDO Tayabas SDO Quezon	Second District - San Antonio - Sariaya East - Sariaya West - Tiaong I - Tiaong II Third District - Agdangan - General Luna - Macalelon - Padre Burgos - Pitogo - Unisan SDO Tayabas

4. The program of activities shall commence promptly at **7:30 a.m.** All participants are advised to **arrive at the venue by 6:30 a.m.** to ensure an orderly and efficient entry

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process, as facilitated by the Incident Command System (ICS) and the Technical Working Group (TWG) assigned to manage seating arrangements.

5. Participants to attend on Saturday and Sunday **shall be given service credits or compensatory time off** upon presentation of a **Daily Time Record (DTR)** signed by the school head or Functional Division Chiefs if SDO Personnel, and a Certificate of Appearance (issued separately by Division Office) to the school head or head of office, pursuant to the provisions of DO 291, s. 2008 (Guidelines for the Implementatin of CSC Resolution No. 080096 on Working Hours for Public School Teachers), and DO 16, s. 2009 (Addendum to DO 291, s. 2008), which states that ***“where services rendered are in excess of the actual 8-hour work as deemed necessary, service credits may be applied”***, as well as in accordance with the provisions of DO 05, S. 2024 titled “Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload”.
6. **Travel and incidental expenses** of the Technical Working Group (TWG) and performers who will report for four days and not avail of coaster service shall be charged against MOOE or other local funds, while food, and incidental expenses of all participants shall be covered by the Special Education Fund (SEF), subject to the usual accounting and auditing rules and regulations.
7. Please refer to the following enclosures attached to this Joint Memorandum for further details and guidance:

Enclosure No. 1	General Guidelines for the QERC
Enclosure No. 2	Program Management and Technical Working Group
Enclosure No. 3	Composition of the Division Incident Command Team
Enclosure No. 4	Guidelines on the Preparation of the Documentary Requirements for the Provincial Government’s Honoraria (Cash Incentive) and Transportation Allowance
Enclosure No. 5	Indicative Program of Activities

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8. All participants, including the Program Management Team (PMT) and the TWG, shall strictly **adhere to the minimum health and safety protocols** prescribed by the Department of Health (DOH).
9. Immediate dissemination of and compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS, JR
Schools Division Superintendent
SDO Tayabas

SUSAN DL. ORIBIANA
Schools Division Superintendent
SDO Lucena


ROMMEL C. BAUTISTA
Schools Division Superintendent
SDO Quezon

In the SDS:
Elenid Q. Librand
Asst. Schools Div. Supt.
06/09/2025

sgod-smn/par/mbmt/pcnm/26/05/2025

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Enclosure No. 1 to JDM __, s. 2025

General Guidelines for the 2025 QERC

The following guidelines for the 2025 QERC are provided for the strict compliance of all participants before, during and after the program.

Parking

1. The venue shall serve strictly as a **drop-off and pick-up point** for participants. Parking is not allowed within the immediate premises.

Transportation

1. The official service vehicle provided by the Provincial Government of Quezon (PGQ) shall serve as the official transport vehicle for performers throughout the event.
2. The Committee on Performances is tasked to coordinate directly with the PGQ regarding the transportation schedule and logistical arrangements for the four-day convention.

Registration and Arrival

1. Participants must **arrive early (6:30 a.m.)**. Attendance shall be monitored by the school heads or immediate superiors throughout the duration of the event.
2. Non-participants, including children and parents, are not allowed to accompany attendees.
3. In consideration of inclusive welfare and health protocols, **persons with disabilities (PWDs), pregnant women, and senior citizens are discouraged** from attending the event.

Seating Arrangement

1. A separate memorandum shall be issued containing the seat plan, which specifies the assigned locations of each district or delegation, organized into four clusters.
2. Each participant shall occupy only one assigned seat for the duration of the event; transferring to another seat is prohibited.

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3. All attendees are expected to follow the guidance of the Incident Command System (ICS) Team and PGQ Support Personnel to maintain order and safety.
4. Oral research presenters and emcees shall remain in the designated area at the front right side of the venue near the Sound/Technical Room. A holding area is also provided behind the stage for performers who are next in line.

Documentary Requirements

1. The **attendance sheet** provided by the Provincial Government of Quezon must be completed **prior to the start of the event**.
2. The **certificate of appearance (PGQ Template)** to be used for the transportation allowance must be submitted in advance but shall be **individually checked by designated personnel** during the release of cash incentives.
3. The **certificate of appearance (SDO Template)** to be used for the service credit of teachers or Compensatory Time Off (CTO) for related teaching and non-teaching personnel must be submitted per district **two weeks before the activity** to the division office with the signatory of the ASDS in charge of the congressional districts (for Quezon Province). This shall be given during the QERC upon submission of the attendance per district.
4. School contact persons must ensure their **mobile numbers are active and accessible** to facilitate efficient coordination.
5. **PSDSs or school heads overseeing multiple schools** across different districts should claim their incentives from all assigned schools **simultaneously**, to avoid delays.
6. Refer to **Enclosure No. 4** for the detailed information on the preparation of documentary requirements.

Uniform and Identification

1. Participants are required to **wear official school or district collared shirts** for easy identification.
2. Bring **valid IDs** for verification upon entry and during the claiming of incentives.

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Claiming of Incentives

1. School heads and PSDSs must **wait for the official announcement** regarding the release schedule of claims. **No representatives shall arrive early or loiter** at the designated venue to avoid inconvenience, errors, and overcrowding.
2. **Follow the instructions of PGQ personnel and ICS Team** during the claiming process to and from the venue for proper security management.

Food Distribution

1. Food packs shall be **distributed directly to participants at their seats**.
2. **Food provisions for health personnel, TWG, PGQ support personnel, and performers shall be provided in food packs**. Each of these groups must assign a representative to claim the food packs and facilitate the signing of the acknowledgment receipt.
3. Food for VIPs and guests will be served buffet-style in the designated area located at the right side behind the stage.
4. **Participants are required to remain in ONE assigned seat** during the event. **Transferring seats, sharing or collecting food for others, or carrying food around the venue** (e.g., while viewing research posters or using restrooms) is strictly not allowed.
5. Always maintain cleanliness. Bring trash bags. **Dispose of trash properly** in the designated areas.

Health

1. All participants are advised to **bring personal hygiene items**, including but not limited to sanitary napkins, tissue, soap, toothbrush, and toothpaste.
2. Please locate **the health stations near your area** for any medical assistance or health-related concerns.

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Research Presentation

1. A separate memorandum shall be issued indicating the list of oral and poster presenters, as well as details on research content, specifications, and other related requirements.
2. Oral and poster presenters must **submit a copy of their presentation materials (e.g., Powerpoint and posters)** to the SEPS for Planning and Research. Specific instructions shall be provided in a separate memorandum.
3. All presentation files shall be **endorsed by the SEPS-PAR** to Mr. Wilbert A. Porteza, Sound System/AVP Committee Lead, **one week prior** to the scheduled presentation.
4. Poster presentations shall be **displayed on both sides of the Convention Center**. Participants are encouraged to view them in an **orderly and respectful manner**.
5. Refrain from making **unnecessary noise or movement** that may distract guest speakers or disrupt the ongoing program.
6. All participants are expected to **listen attentively** during presentations. Any unrelated transactions should be deferred until after the program.

Raffle

1. Each district must fill in the link **tinyurl.com/2025QERCraffle** on or before **June 30, 2025** for the raffle entries. The sequence of districts and SDOs in the link corresponds to the order of attendees as indicated in the cluster schedule (see pp 2-3). For instance, the first entry in the sheet is Burdeos, while the last is SDO Tayabas City.
2. The school head in charge of ICT or assigned shall ensure that all participants attending in person are included in the submitted raffle entries.

Venue Security and Movement

1. Valid identification cards (IDs) shall be required upon entry to the venue.
2. Participants shall not be allowed to exit the venue during the activity, except for valid or emergency reasons, subject to certification by their school head.
3. The **lobby** is designated strictly as a **passageway**. **Loitering is prohibited**. Only performers and TWG members are allowed to stay in the lobby area.

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4. During the distribution of incentives, School heads and PSDSs must **follow the proper queuing sequence. Cutting in line** is strictly prohibited to maintain order and fairness.
5. Report concerns on food spoilage and emergencies to the ICS Team or security marshals.
6. The VIP **entrance located at the right side of the venue** is strictly reserved for visitors and guests only. All other participants shall use the main lobby doors for entry and exit.
7. Participants are also **not allowed to charge their cellphones and gadgets in the lobby.**

Monitoring and Evaluation

1. Participants are encouraged to provide feedback on the conduct of the activity by accomplishing the evaluation and monitoring form through the following link: **tinyurl.com/QueResCon2025**. Your responses will serve as valuable input in improving future research conventions.

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Enclosure No. 2 to JDM __, s. 2025

**Program Management Team and Technical Working Group
 for the 2025 Quezon Educators' Research Convention**

Overall Program Management		
Role	Name of Personnel	Terms of Reference
Chairpersons:	Schools Division of Quezon Rommel C. Bautista, EdD Schools Division Superintendent Schools Division of Lucena City Susan DL Oribiana Schools Division Superintendent Schools Division of Tayabas City Celedonio B. Balderas Jr. Schools Division Superintendent	The overall planning, coordination, and implementation of the 2025 Quezon Educators' Research Convention (QERC) shall be jointly managed by the designated representatives from the Schools Division of Quezon, Schools Division of Tayabas City, and Schools Division of Lucena City. The Program Management Team shall oversee all aspects of the activity, including planning, logistics, communication, documentation, and evaluation, in close collaboration with the Technical Working Group (TWG) and Incident Command System (ICS) teams.
Co-chairpersons	Schools Division of Quezon Venus T. Balmedina Joepe F. Falqueza Roselyn Q. Golfo Assistant Schools Division Superintendents Schools Division of Lucena City Edenia O. Libranda Assistant Schools Division Superintendent Schools Division of Tayabas City Herbert D. Perez Assistant Schools Division Superintendent	
Members	Schools Division of Quezon CID Chief Lorena S. Walangsumbat, EdD SGOD Chief Juanito Merle Chief Education Supervisors	
Technical Working Group		
Overall Working Committee Quezon Province		
Chairperson	Maria Bernadit M. Tupas	Research Presentation
Co-chairperson	Paul Clifford N. Marquez	Events Management
Members	Abner A. Pureza Regina V. Marino Marbin Jeramil D. Fragata	
Overall Working Committee Lucena City		
Chairperson	Mary Cleire D. Miguel	Research Focal

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Members	Eunice D. King	Payroll Focal
	Preciosa Marie T. Alba	DRRM Focal
Overall Working Committee Tayabas City		
Chairperson	Regicelle D. Cabaysa	Research Focal
Members	Kathleen J. Dazo	Payroll Focal
	Ariel C. Cabuyao	DRRM Focal
Registration and Attendance		
	Lead: Regina V. Marino Members: <ul style="list-style-type: none"> Leah A. Perez Hazel Ann S. Camo Florice R. Lagos Mark Angelo M. Tiusan Maribeth D. Fragata Jessica C. Mendoza Jemaica V. Alvarez 	Collect Attendance Sheet from each district Distribute Certificate of Appearance per district
Performances		
	Lead: Jay S. Alfaro	Coordinate/invite performers per day Ensure the attendance of performance per day Coordinate and communicate with performers and EMCEES for the program flow
Program Flow		
	Lead: Raul R. Agaran Members: Quezon: Gloria F. Magtibay Arlene M. Tolentino Sarah D. Oczon Tayabas: Regicelle D. Cabaysa La Trisha R. Dalit John Marfin M. Tabaquero Lucena: Rolan Catapang Miggy Palacio Yvan Tolentino	Facilitate and manage the flow of the program including performers transitions Coordinate with the content committee to finalize the program content
Records		
	Lead: Sherelyn O. Pardilla Members: 1st Congressional District <ul style="list-style-type: none"> Jane B. Hagunoy – Mauban North District Leah L. Sagarino – Cagsiay 1 NHS Sey Shell S. Olili – Cagsiay 3 NHS 	Check the completeness of the documents per district before submitting them to the Provincial Government Office Provide Technical Assistance if necessary

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	<p>2nd Congressional District</p> <ul style="list-style-type: none"> Ana Jean Ogerio – Sariaya East Reina D. Tan – Quezon NHS Monette M. Dapito – Pili NHS <p>3rd Congressional District</p> <ul style="list-style-type: none"> Ma. Isabel Priscilla R. Endiafe – Buenavista NHS Kenn Daven L. Amparo – Buenavista District Paulyn A. Ricablanca – Catanauan I District <p>4th Congressional District</p> <ul style="list-style-type: none"> Paul Harvey Martinez- Gumaca West Glaiza M. Cahilig - Lopez National Comprehensive HS Romacris Saavedra – Atimonan II 	<p><i>Inform and coordinate with the concerned schools/districts regarding the required documents</i></p>
	<p>Lead: EPS Fernan T. Seño Members:</p> <ul style="list-style-type: none"> Engr. Daniel J. Hutamares Engr. Gian O. Pardilla Maria Dolores D. Atienza Layla Anna B. Magtangob Edwin P. Formalejo Kenneth Anthony L. Oruga Milo M. Altovar Emmanuelito Etino Warren C. Sugabo Froilan V. Monteroso Jayson P. Alcala 	<p><i>Oversee the venue preparation, including:</i></p> <ul style="list-style-type: none"> -Seat arrangement -background design/ LED setup -tarpaulin installation - poster presentation set up - Registration area (3 SDOs) - health station
Safety and Security Incident Command System	<p>Lead: Arvin P. Repaso Members: <i>Quezon ICS Team</i> <i>DRRM Focal (SDO Tayabas and Lucena)</i></p>	<p><i>Ensure overall venue security</i></p>
Sound System/AVP:	<p>Lead: Wilbert B. Porteza Members:</p> <ul style="list-style-type: none"> Rommel T. Oczon Mark Nicko Quindoza Patrick V. Imperial 	<p><i>Coordinate for the sound system set up to ensure clear and modulated sound throughout the venue.</i></p>

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		Prepare program slides, and oral research presentation before the event day; follow up with the committee if submissions are pending.
Health and Wellness	Lead: Marie Antoinette A. Tesalona Members: <ul style="list-style-type: none"> • Jose Macario Ernie Patino • Ma. Teresita M. Abella • All Health and Dental Personnel Deployed in the District 	Ensure the health and wellness of the participants. Bring essential medical equipment and basic medicines
Food	Lead: Asuncion C. Ila Members: <ul style="list-style-type: none"> • Laarni Rose Gutierrez • Buena Jaro • Arlene Coronado • Maricris Grobador • Adeline Buenafe • Ma. Cherryl Manongsong • German Deza • Frank Frederick Laurora • Ananias Agunias 	Distribute foods according to the number of participants
Invitation	Lead: Jee Ann O. Borines Member: Joe Angelo L. Basco	Coordinate for the content of the program Print the invitation and distribute it to the guest/participants
Research Presentation	Lead: Maria Bernadit M. Tupas Members: SDRC Alternate PSDS	Evaluate and select presenters based on the theme Provide guidance and support to both Oral and Poster Presenters Provide technical assistance when necessary
Reception	Lead: Joan Alejaida A. Mauhay Members:	Welcome guests and VIPs with leis and assist

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	Walter Galarosa Jaime F. Zara Day 1 Carla Marie Carandang Day 2 Auria Gandia Day 3 Nympha Reyes Day 4 Karen Grimaldo	<i>them to their designated seats.</i> <i>Assist guest when needed</i>
Monitoring And Evaluation	Lead: Michelle G. Duma	<i>Ensure all participants complete the feedback form via the link provided and consolidate results for management reporting.</i>

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Enclosure No. 3 to JDM __, s. 2025

Composition of the Division Incident Command Team

RE: 2025 Quezon Educators' Research Convention

No.	Name	Office/School	Designation	Term of References
-	Rommel C. Bautista	SDO-Quezon	Responsible Official	As direct official of the Incident Commander, Responsible Official direct the course of all operation of the event.
1	Arvin P. Repaso	SDO-Quezon	Incident Commander	Responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.
2	Edwin Manguiat	San Antonio	Team Leader Safety Officer	Responsible for ensuring and promoting safety measures in the workplace and are of event
3	Leynie Iranzo	Pinagdanlayan ES	Safety Officer	
4	Jeymark Genton	Emilio V. Quizon NHS		
5	Edwin de Castro	Aquino ES		
6	Roldan Valenzuela	Masin ES		
7	Alfredo Oblefias	PSLIS	Planning Section Chief	Coordinates support activities for incident planning as well as contingency, and demobilization planning.
8	Renato Vera	Malaya ES	Planning Members	
9	Renato Agoba	Dagatan ES		
10	Hanzel Ayaay	Parang-Pinagbayanan ES		
11	Domingo Pancipane	Cezar M. Tan Memorial NHS	Operation Section Chief	Coordinates and execute strategies

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				and tactics to achieve response objectives.
12	Vicky Alva	San Andres Bundok ES	Strike Team Leader	Support the Operation and provide immediate response during emergency.
13	Ronaldo Riparip	Recto National HS	Members Strike Team	Provide immediate responses and emergency care. Extraction of victim from any emergency situation providing a safe escape and transport to the nearest medical facilities.
14	Manolito Mañaga	San Andres NHS		
15	Paul Rafael Mendrije	San Andres NHS		
16	Dirk S. Pastrana	San Isidro National HS		
17	Rolando Sagnoy	Pitogo Central ES		
18	Ana Marie Ofalda	San Andres Bundok ES	Communication Officer	Ensure free access and clear flow of communication during the operational period
19	Anabele Florido	Mulanay CS	Logistic Section Chief	Supports Command and Operation their use of personnel, supplies and Equipment.
20	Alma Alpajora	Cagbalete 2	Logistic Officer	
21	Haydee Belgica	MSCES II	Admin/Finance Section Chief	Fill section supply and support needs. Manage all financial aspects of the operation, ensure compensation and claims functions are being addressed relative to the incident. Develop an operating plan for the incident.

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22	Lucila Lopez	San Isidro NHS	Admin/Finance Member	Provide assistance to the Admin/Finance Section Chief for check-in and log out of all team members. DTR and other administrative task related to the operation
23	Mariazita Gallardo	Calumanguin ES		
24	Angelo L. Apolinar		Augmentation Force	Direct all School personnel under their AOR to lead and monitor safety all the time from the departure at their municipalities, event proper and departure from convention center. Report any untoward incident to Operation Section Chief for immediate action.
25	Rommel Roperez	Pagbilao CES		
	all SH In-Charge for DRRM			
	Ralph Angelo E. Gallardo	SDO-Quezon	Documentation	Ensure that all documentation is complete, up-to-date, and accessible.
	Adriane R. Aragon	SDO-Quezon		

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CLUSTERED SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 4 to JDM ___, s. 2025

Guidelines on the Preparation of the Documentary Requirements for the Provincial Government's Honoraria (Cash Incentive) and Transportation Allowance and other incidental expenses for Teaching, Teaching-Related, and Non-Teaching Personnel

The following set of guidelines is issued to the field for guidance in the preparation of the documentary requirements for teaching, teaching-related and non-teaching personnel, which is provided by the Provincial Government of Quezon:

1. Eligible Recipients:

- Only those employees with permanent appointments and locally/MOOE funded/casual/job order appointments as of **May 31, 2025**, are entitled to receive honoraria (cash incentive) **on August 9-10, August 16-17**.
- Locally and MOOE funded employees shall submit a duly signed certification.
- PTA-funded employees are **not entitled** to receive the honoraria (cash incentive).

2. Preparation of Documentary Requirements:

- Official templates and a copy of the Joint Division Memorandum with CTC stamp may only be accessed through this link:

<https://tinyurl.com/QERC2025-Templates>

- Please be reminded that any **modification or alteration to the official forms/templates is strictly prohibited**. This includes, but is not limited to, changes in the header, footer, layout, font, and other formatting elements.
- All documents must be printed on **long bond paper (8.5" x 13")**.
- The documentary requirements **shall be prepared per school**.
- The documentary requirements for each specific office are outlined in Tables 1 to 4 and must be submitted in an **individual folder with label, fastened**, and with **LETTER ear tags** for uniformity and ease of processing.
- Attachment of a **checklist** in an individual folder is **required**.

Table No. 1

Honoraria (Cash Incentive) – Accounting Copy

No. of Copies	Documents	Signatory	Remarks
2	a. Payroll	SDS / Alternate Signatory	• The designated contact person must always be reachable to answer queries.

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No. of Copies	Documents	Signatory	Remarks
			<ul style="list-style-type: none"> • Strict compliance with the following must be observed: <ul style="list-style-type: none"> ✓ alphabetical arrangement of names. ✓ accuracy in the spelling and middle initials of recipients' names. ✓ consistency of names throughout the supporting documents. ✓ completeness and consistency of recipients' signature strokes. • Tax Identification Number (TIN) is required.
1	b. Certification for Eligible Recipients (Honoraria - Cash Incentive)	<p>SCHOOL LEVEL</p> <ul style="list-style-type: none"> • Certified by: School Head • Noted by: SDS/Alternate <p>SDO LEVEL</p> <ul style="list-style-type: none"> • Certified by: HRMO II • Noted by: SDS/Alternate 	<ul style="list-style-type: none"> • Names must appear in the same order as listed in the payroll. • The total number of recipients must match the total number listed in the payroll.
1	c. Certification for Locally/MOOE Funded Employees	<p>SCHOOL LEVEL</p> <p>Locally Funded</p> <ul style="list-style-type: none"> • Certified by: LGU (Locally funded – Local Chief executive) • Noted by: SDS/Alternate <p>MOOE Funded</p> <ul style="list-style-type: none"> • Certified by: School Head • Noted by: SDS/Alternate 	<ul style="list-style-type: none"> • Specific duration of service must be indicated (e.g., From January 01, 2020 to June 31, 2025). • The Certification for LOCALLY Funded Employees must use the official header and footer of the Local Government Unit (LGU).

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No. of Copies	Documents	Signatory	Remarks
		SDO LEVEL Locally Funded <ul style="list-style-type: none"> • Certified by: LGU (Locally funded – Local Chief executive) • Noted by: SDS/Alternate MOOE Funded <ul style="list-style-type: none"> • Certified by: HRMO II • Noted by: SDS/Alternate 	
1	d. Certified True Copy of Joint Division Memorandum	CTC by Records Officer II of each SDO	<ul style="list-style-type: none"> • Downloadable via the provided link. • Records Officer II of each Schools Division Office (SDO) shall certify each page.
1	e. Certified True Copy of Obligation Request	CTC by PGO Personnel	<ul style="list-style-type: none"> • To be inserted by the PGO Staff
1	f. Certified True Copy of Project Design	CTC by PGO Personnel	<ul style="list-style-type: none"> • To be inserted by the PGO Staff

Table No. 2
Transportation Allowance – Accounting Copy

No. of Copies	Documents	Signatory	Remarks
2	a. Payroll	Refer to Table No.1	<ul style="list-style-type: none"> • Transportation allowance will be based on the prevailing fare rate from the official station to Quezon Convention Center, Lucena City. • The maximum allowable amount for transportation allowance is Php 300.00 only.

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No. of Copies	Documents	Signatory	Remarks
1	b. Certification for Eligible Recipients (Transportation Allowance)	Refer to Table No.1	• Refer to remarks in Table No. 1
1	c. Certification for Locally/MOOE Funded Employees	Refer to Table No.1	• Refer to remarks in Table No. 1
1	d. Travel Order	SCHOOL LEVEL For SDO Quezon • Requested by: School Head • Recommended by: PSDS • Approved by: ASDS For SDO Lucena & Tayabas • Requested by: School Head • Recommended by: ASDS • Approved by: SDS SDO LEVEL • Requested by: HRMO II • Recommended by: ASDS • Approved by: SDS	• Names must appear in the same order as listed in the payroll.
1	e. Certificate of Prevailing Rate for Fare	Certified by LGU	• To be secured from the Municipal Treasurer's Office of respective LGU.
1	f. Certified True Copy of Joint Division Memorandum	CTC by Records Officer II of each SDO	• Refer to remarks in Table No. 1
1	g. Certified True Copy of Obligation Request	CTC by PGO Personnel	• Refer to remarks in Table No. 1

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No. of Copies	Documents	Signatory	Remarks
1	h. Certified True Copy of Project Design	CTC by PGO Personnel	• Refer to remarks in Table No. 1

Table No. 3
Honoraria (Cash Incentive) – PTO Copy

No. of Copies	Documents	Signatory	Remarks
1	a. Payroll	Refer to Table No.1	<ul style="list-style-type: none"> • Refer to remarks in Table No. 1 • Names and signatures shall match in the SPA and government ID to be presented.
1	b. SPA with a photocopy of the ID of the representative and beneficiaries	Attorney-in-Fact 2 Witnesses	<ul style="list-style-type: none"> • Names must match the order in the payroll. • Only valid government-issued IDs are accepted. • Arrangement of photocopied IDs must match the order in the payroll for ease of checking. • The consistency of names and signatures in the SPA and ID must be observed. • It is highly discouraged to assign a representative who is pregnant or in poor health, to avoid delays or complications during transactions.
1	c. Certificate of Appearance	SCHOOL LEVEL For SDO Quezon <ul style="list-style-type: none"> • Checked by: School Head • Noted by: PSDS 	<ul style="list-style-type: none"> • Names must match the order in the payroll. • Actual attendance shall be monitored by the immediate supervisor on the scheduled date. • Non-attendance must be indicated in the "Remarks" section and countersigned by the next

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No. of Copies	Documents	Signatory	Remarks
		For SDO Lucena & Tayabas <ul style="list-style-type: none"> • Checked by: School Head • Noted by: SDS/Alternate SDO LEVEL <ul style="list-style-type: none"> • Checked by: HRMO II • Noted by: SDS/Alternate 	higher authority of the immediate supervisor.

Table No. 4
Transportation Allowance – PTO Copy

No. of Copies	Documents	Signatory	Remarks
1	a. Payroll	Refer to Table No.1	• Refer to remarks in Table No. 3
1	b. SPA with a photocopy of the ID of the representative and beneficiaries	Refer to Table No.3	• Refer to remarks in Table No. 3
1	c. Certificate of Appearance	Refer to Table No.3	• Refer to remarks in Table No. 3

3. Schedule of Submission of the Documentary Requirements:

- To ensure the organized and efficient processing of documents, all concerned are **strictly advised to adhere to the deadline of submission scheduled below:**

Deadline	Submit To:
June 27, 2025	SDO Records Section
June 30, 2025	PGO

- For SDO Quezon, prior to submission to the SDO Records Section, the documentary requirements **shall be reviewed and verified by respective**

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Administrative Officer and the Technical Working Group (TWG) assigned to each Congressional District. Please refer to the list below:

Congressional District	Name	Station
1 st	Jane B. Hagunoy	SDO Quezon Library Hub
	Leah L. Sagarino	
	Sey Shell S. Olili	
2 nd	Ana Jean Ogerio	SDO Quezon Library Hub
	Reina D. Tan	
	Monette M. Dapito	
3 rd	Ma. Isabel Priscilla R. Endiafe	Catanauan Sub-Office
	Kenn Daven L. Amparo	
	Paulyn A. Ricablanca	
4 th	Paul Harvey Martinez	Gumaca Sub-Office
	Glaiza M. Cahilig	
	Romacris Saavedra	

- For SDO Quezon, **to minimize errors** in the preparation of documentary requirements, an **orientation will be conducted** by the Records Officer II. The schedule for this orientation will be announced through a separate memorandum.

4. Document Processing Workflow:

For SDO Quezon Province:

Step	Activity
1	School's Focal Person submits the required documents to the Administrative Officer (AO) in the District Office.
2	AO in the District Office checks and verifies the submitted documents. <ul style="list-style-type: none"> ➤ If compliant, AO affixes initial in the attached checklist. <i>(Proceed to Step No.3)</i> ➤ If non-compliant, AO returns the documents for compliance.
3	PSDS submits the documents to the TWG in charge of the congressional district on the scheduled dates.
4	TWG reviews and verifies the submitted documents: <ul style="list-style-type: none"> ➤ If compliant, TWG affixes initials. <i>(Proceed to Step No.5)</i> ➤ If non-compliant, TWG returns the documents for compliance.
5	PSDS submits the verified and reviewed documents to the SDO Records Section.
6	SDO Records Section forwards the documents to the designated Action Person

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Step	Activity
7	ASDS assigned signs the documentary requirements and returns them to the Records Section.
8	SDO Records Section releases the signed documents to the Focal Person.
9	PSDS delivers the documents to the PGQ Receiving Office.
<i>End of process at SDO. (Please refer to the PGQ process for the succeeding steps.)</i>	

For SDO Tayabas:

Step	Activity
1	Preparation by Administrative Officer (AO): The AO II prepares the payroll along with all necessary attachments.
2	Submission to Division Office: The AO submits the complete payroll documents to the Division Office through the Personnel Section for review and verification: ➤ If compliant , proceed to step 3 ➤ If non-compliant , personnel section returns the documents for correction.
3	The Personnel Section submits the verified documents to the SDO Records Section.
4	The SDO Records Section forwards the documents to the SDS Office.
5	Approval by SDS: The Schools Division Superintendent (SDS) signs all required documents and returns them to the Records Section.
6	SDO Records Section releases the signed documents to the Personnel Section.
7	Submission to Provincial Government of Quezon: The Personnel Section forwards the approved documents to the Provincial Government of Quezon for processing.
<i>End of process at SDO. (Please refer to the PGQ process for the succeeding steps.)</i>	

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For SDO Lucena:

Step	Activity
1	Payroll Preparation: The AO IIs of schools prepare the payroll, including all required supporting documents.
2	Initial Submission to the Division Office: The completed payroll documents are submitted by the AO to the Personnel Unit for initial assessment and validation. If compliant , the documents move forward to the next step. If found non-compliant , the Personnel Unit returns them for necessary revisions.
3	Routing and Verification: Upon successful validation, the Personnel Unit transmits the documents to the Records Section of the SDO for logging and further routing.
4	Endorsement to the Schools Division Superintendent (SDS): The Records Unit forwards the verified documents to the Office of the SDS for final review and approval. The SDS reviews and affixes the necessary signatures.
5	Return and Release of Approved Documents: After approval, the SDS Office returns the signed documents to the Records Unit, which then relays them back to the Personnel Unit.
6	Submission to the Provincial Government of Quezon: The Personnel Unit submits the approved payroll documents to the Provincial Government of Quezon for processing and disbursement.
<i>End of process at SDO. (Please refer to the PGQ process for the succeeding steps.)</i>	

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SCHOOLS DIVISIONS OF QUEZON PROVINCE, LUCENA CITY, TAYABAS CITY

Enclosure No. 5 to JDM __, s. 2025

Indicative Program of Activities

Cluster 1 – August 9, 2025

Time	Activities	Persons/Committees Involved
6:30 – 7:30 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
	Opening Program	
7:30 – 8:30 a.m.	Preliminary Activities: National Anthem Doxology DepEd Quality Policy CALABARZON March Quezon Hymn Welcome Remarks	Program and Invitation Committee
		Venus T. Balmedina ASDS Division of Quezon
	Message	Rommel T. Bautista Schools Division Superintendent Division of Quezon
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina "Doktora Helen" DL Tan, MD, MBAH Governor Province of Quezon
9:15 – 9:30 a.m.		Breaktime
9:30 – 11:30 a.m.	Resource Person's Lecture	Motivational Speaker
11:30 am 12:30 p.m.		Lunch Time cum Entertainment
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
2:00 – 3:00 p.m.	Awarding of Certificates (Certificate of Participation/Recognition)	Maria Bernadit M.Tupas Senior Education Program Specialist Top Management Presenters Participants
	Closing Remarks	Joefi F. Falqueza ASDS Division of Quezon
3:00 p.m.	Home Sweet Home	

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Indicative Program of Activities

Cluster 2 – August 10, 2025

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
	Opening Program	
7:30 – 8:30 a.m.	Preliminary Activities: National Anthem Doxology DepEd Quality Policy CALABARZON March Quezon Hymn Welcome Remarks	Program and Invitation Committee
		Engr. Edenia O. Libranda ASDS Division of Lucena City
	Message	Susan DL. Oribiana, CESO V Schools Division Superintendent Division of Lucena City
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina "Doktora Helen" DL Tan, MD, MBAH Governor Province of Quezon
9:15 – 9:30 a.m.	Breaktime	
9:30 – 11:30 a.m.	Resource Person's Lecture	Motivational Speaker
11:30 a.m. – 12:30 p.m.	Lunch Time cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
2:00 – 3:00 p.m.	Awarding of Certificates (Certificate of Participation/Recognition)	Mary Cleire D. Miguel Senior Education Program Specialist Top Management Presenters Participants
	Closing Remarks	Roselyn Q. Golfo, EdD ASDS Division of Quezon
3:00 p.m.	Home Sweet Home	

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Indicative Program of Activities

Cluster 3 – August 16, 2025

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
	Opening Program	
7:30 – 8:30 a.m.	Preliminary Activities: National Anthem Doxology DepEd Quality Policy CALABARZON March Quezon Hymn	Program and Invitation Committee
	Welcome Remarks	Venus T. Balmedina ASDS Division of Quezon
	Message	Rommel T. Bautista Schools Division Superintendent Division of Quezon
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina "Doktora Helen" DL Tan, MD, MBAH Governor Province of Quezon
9:15 – 9:30 a.m.	Breaktime	
9:30 – 11:30 a.m.	Resource Person's Lecture	Motivational Speaker
11:30 a.m. – 12:30 p.m.	Lunch Time cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
2:00 – 3:00 p.m.	Awarding of Certificates (Certificate of Participation/Recognition)	Maria Bernadit M. Tupas Senior Education Program Specialist Top Management Presenters Participants
	Closing Remarks	Joepi F. Falqueza ASDS Division of Quezon
3:00 p.m.	Home Sweet Home	

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Indicative Program of Activities

Cluster 4 – August 17, 2025

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
	Opening Program	
7:30 – 8:30 a.m.	Preliminary Activities: National Anthem Doxology DepEd Quality Policy CALABARZON March Quezon Hymn Welcome Remarks	Program and Invitation Committee
		Herbert D. Perez ASDS Division of Tayabas City
	Message	Cedonio B. Balderas Jr. Schools Division Superintendent Division of Tayabas City
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina "Doktora Helen" DL Tan, MD, MBAH Governor Province of Quezon
9:15 – 9:30 a.m.	Breaktime	
9:30 – 11:30 a.m.	Resource Person's Lecture	Motivational Speaker
11:30 a.m. – 12:30 p.m.	Lunch Time cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
	Closing Program	
2:00 – 3:00 p.m.	Awarding of Certificates (Certificate of Participation/Recognition)	Regicelle D. Cabaysa Senior Education Program Specialist Top Management Presenters Participants
	Closing Remarks	Venus T. Balmedina ASDS Division of Quezon
3:00 p.m.	Home Sweet Home	

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