



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

August 18, 2021

DIVISION MEMORANDUM

DM No. 590, s. 2021

SOFT OPENING OF DEPED QUEZON SUB-OFFICE IN GUMACA NATIONAL HIGH SCHOOL, GUMACA, QUEZON

To: OIC - Assistant Schools Division Superintendents
Division Chiefs and Section/Unit/Office Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Division/School Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to the Division Memorandum No. 306, s.2021, the Department of Education - Schools Division of Quezon (SDO Quezon) announces the soft opening of its sub-office in **Gumaca National High School, Gumaca, Quezon** on August 23, 2021 at 9:00 a.m. In time of Pandemic, this is the desire of the Office to sustain its efficient and effective service delivery to all its customers in eastern part the Province and nearby municipalities.
2. Under Division Office Project DeVOLVES (Deconcentrating the Vital Operations for Leveraging Volumes of Education Services), this Office strenghtens the implementation of Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 which aims to streamline the current systems and procedures of Government Services.
3. To ensure effective and efficient operations of DepED Quezon Sub-Offices, the following guidepoints are hereby offered:
 - a. Stakeholders may have their transactions in the DepED Quezon Sub-office in Gumaca National High School, Gumaca, Quezon following the health and safety

DEPEDQUEZON-TM-SDS-04-009-003



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Date/Time: 8/18/21
By: Rommel
Ref. no. DM 590-21



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protocols. The transactions recorded in Gumaca sub-office will be reflected in main Office in Pagbilao, Quezon in real time using the Division Document Tracking System (DTS).

b. The deconcentration of the Department of Education – Schools Division of Quezon Province provides the Gumaca sub-office an authority to implement the following QMS-aligned processes:

- i. **Administrative Services Section.** Integration of Salary in the Regional Payroll Unit, and Processing of Documents for Payments of Salaries and Other Benefits;
- ii. **Supply Section.** Distribution of Learning Materials and Supplies, Inventory (Property Tagging for Semi-Expandable and Property Equipment/Asset), and Disposal;
- iii. **Personnel Section.** Processing of NOSI/NOSA, Form 6, Form 7, Change of Name, Return to Duty, Indorsement of Double Pay and Maternity, Certificate of Employment, PVP, Confirmation of Employee DepEd email, IDLAR and DTR, and Hardship;
- iv. **Legal Section.** Correction of Entries in the Scholastic Records, Provision of Legal Assistance, and Filing of Complaint;
- v. **Records Section.** Receiving and releasing of documents, and CAV; and
- vi. **CID, SGOD and TM.** Remote Office for provision of Technical Assistance in all its transactions.

c. The processes enumerated will be carefully studied by the Sub-Office personnel with the leadership of the SDS assisted by ASDS and Section Heads. Adjusted QMS – aligned processes will be registered in the Division by the concerned SDO Section Heads through the Knowledge Management Team (KMT).

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- d. Personnel in the DepED Quezon Sub-Office shall report directly to its immediate head as stated in DO No. 2, s.2015 or Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.
- e. Documents for the transactions of NOSI/NOSA, Form 6, Form7, Return to Duty, Request for Service Credits, Indorsement for Request for Funds Availability (Maternity Double Pay and Substitute), PVP, DepEd email, IDLAR and DTR of Non-Teaching Personnel, Hardship Allowance, NOSI Differential, Loyalty Pay, Request for Transfer of Teaching Personnel within the Division, and Issuance of Certificate of Employment will be scanned and have the initial of Administrative Officer II, who is designated as the Personnel-in-Charge in Sub-Offices.
- f. The record of the Leave Card will be made available both in the Sub-Office and in the Division Office. It will be updated in the Division Office on a monthly period in coordination with the designated Sub-Office personnel.
- g. The IPCRF of DepED Quezon Sub-Office personnel will be rated by the Division Administrative Officer, Human Resource Management Officer, Supply Officer, Legal Officer and/or Records Officer depending on the assigned tasks of the Sub-Office personnel as stated in DO No. 2, s. 2015.
- h. Sub-Office personnel will be assigned as counterparts of the Administrative, Personnel, Supply and Records Sections while three (3) Administrative Assistant III will be the counterpart of the Accounting Section.
- i. Document Tracking System (DTS) as a system of documents tracking will also be used in the Gumaca Sub-Office and that the documents may be forwarded and released in the said Sub-Office.
- j. The Administrative and Human Resource Management Sections shall allow the receipt of all documents for their Sections in the Sub-Office.
- k. Pertinent documents for Senior High School can be submitted in Gumaca Sub-Office but ranking will still be done in the Division Office.

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- l. For Junior High School, the pertinent documents of Master Teacher applicants for promotion can be submitted in the Gumaca Sub-Office.
- m. Pertinent documents for application/promotion for PSDS, Principal / School Head can also be submitted in Gumaca Sub-Office.
- n. For Teachers I to III, only the District Ranking Result will be submitted in the Sub-Office.
- o. For Non-Teaching personnel of IUs, only the Ranking Result will be received by the Gumaca Sub-Office. Pertinent documents for AO, ADAS, and ADA can be submitted in the Sub-Office.
- p. Regarding the due date of submission of applicant's pertinent document, the basis will be the date when the document is received in the Gumaca Sub-Office and not when it is forwarded to the Schools Division Office.
- q. The Sub-Office can receive all documents for submission to the Legal Unit.
- r. OIC-ASDS may act on grievable issues/concerns. Non-grievable offenses shall immediately be referred to the Schools Division Office, e.g. Child Abuse cases.
- s. The Supply Section is tasked to encode and record the distribution list in the DTS for proper documentation. Sending of the list thru a picture shall only be done in case of emergency.
- t. Preparation of the transaction flow shall be done by the concerned Sub-Office personnel and posting of this transaction flow shall be done in the workplace to guide the stakeholders and process owners in doing their business.
- u. Supply Officer shall allow the Sub-Office personnel to sign all office transactions on his/her behalf, including Stock Cards.
- v. Stock Cards in the Division Office shall be updated on a monthly basis for monitoring purposes.
- w. Provision of Technical Assistance on Supervision of Instruction shall follow the KMT registered process.

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- x. Sub-Office employees shall consult/coordinate with the concerned Division Section Heads with the permission of the SDS through its designated personnel in-charge when situation requires, e.g. answering queries of the stakeholders without definite answer based on Sub-Office available documents as references.
 - y. All transactions done in the office shall be known by th SDS through its designated personnel in-charge of DepED Quezon Sub-Office.
 - z. Regular status report on the Sub-Office operation may be done by the designated personnel in-charge.
4. All personnel in the soft opening of the Gumaca Sub-Office shall strictly adhere with the health and safety protocol implemented by the Department of Health (DOH) and Inter-Agency Task Force for Emerging Infectious Disease (IATF-EID).
5. All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedure.
6. Immediate dissemination of this Memorandum is desired.

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

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