



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

14 August 2023

**DIVISION MEMORANDUM**  
**DM No. 600, s. 2023**

**OFFICER-IN-CHARGE (OIC) IN REGARD TO THE TOP MANAGEMENT'S  
ATTENDANCE AT THE 8<sup>TH</sup> CALABARZON GAWAD PATNUGOT  
AWARDING CEREMONY**

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

1. In view of the Top Management's attendance at the 8<sup>th</sup> CALABARZON GAWAD PATNUGOT Awarding Ceremony in Lipa City, **Ms. Maria Dolores D. Atienza, Administrative Officer V**, is hereby designated as the *Officer-In-Charge* on **August 14, 2023**.
2. She shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:

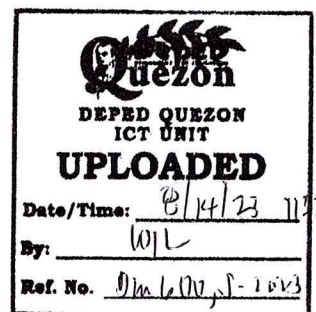
FOR:

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

BY:

**MARIA DOLORES D. ATIENZA**  
Administrative Officer V

4. Immediate dissemination of this Memorandum is desired.



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

DEPEDQUEZON-TM-SDS-04-009-003



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