



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

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23 August 2021

**DIVISION MEMORANDUM**

DM No. 601, s. 2021

**WORKSHOP CUM SUPERVISION OF GUMACA SUB-OFFICE PROCESSES**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs and Section/ Unit Heads  
Education Program Supervisors / Specialists  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Gumaca Sub-Office Staff  
All Others Concerned

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1. Pursuant to Division Memorandum No. 590, S. 2021, **Soft Opening of Deped Quezon Sub-Office in Gumaca National High School, Gumaca, Quezon** this office announces the conduct of Workshop Cum Supervision of Gumaca Sub-Office Processes on said activity.
2. The aim of the workshop cum supervision is to ensure the smooth implementation of the essential and routine processes and to gather feedback on the operation which will serve as basis for improvements.
3. In this connection, a team from the division office shall take the lead in supervising the soft-opening of Gumaca Sub-Office and at the same time conduct workshop with the sub-office staff in order to effectively carry out the duties and responsibilities assigned to them. The workshop shall be conducted on **August 25-26, 2021**.
4. Attached is the list of division personnel who will attend the workshop.
5. All participants are advised to strictly follow and observe the IATF guidelines on health and safety protocols.

DEPEDQUEZON-TM-SDS-04-009-003



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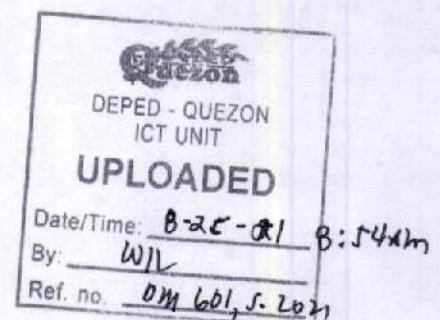




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6. Expenses relative to the conduct of the said activity shall be charged against HTRD Funds subject to usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is desired.

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



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**LIST OF PARTICIPANTS**  
**BATCH 1**  
**August 25, 2021**

No.	Name of Participant	Position
1	ELIAS A. ALICAYA JR.	OIC- SDS
2	GREGORIO A. CO JR.	OIC-ASDS
3	GREGORIO T. MUECO	OIC-ASDS
4	HERBERT D. PEREZ	OIC-ASDS
5	MARIA DOLORES D. ATIENZA	Administrative Officer V
6	WENNIE O. GAELA	Administrative Officer IV
7	CALIXTO BLAZO	SCHOOL PRINCIPAL IV
8	REIVALL B. VALIENTE	Administrative Officer IV
9	ANNA JEAN OGERIO	Administrative Officer II
10	MARISSA L. MARAGAY	Administrative Assistant III
11	NORVIC VILLANIA	Administrative Officer II
12	ARVIN ZETA	Administrative Officer II
13	MARISYLL MENDOZA	Administrative Assistant II
14	BRYAN A. MERJUDIO	Administrative Officer II
15	HECTOR LAURIO	Administrative Aide VI
16	IRISH B. CUETO	Administrative Officer II
17	PAUL HARVEY M. MARTINEZ	Administrative Officer II
18	YONINAH IBAL	Administrative Officer II
19	MA. CRISELA O. MORENO	Administrative Officer II
20	ARLYN B. JARON	Administrative Aide IV
21	KEVIN L. MAYORMITA	Administrative Aide IV
22	REBECCA A. VALIENTE	Administrative Aide IV
23	HONEYLEE V. RONQUILLO	Administrative Assistant III
24	ARNEL ADORMEO	Administrative Aide IV
25	JAYSON V. ALCALA	Administrative Aide I

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**BATCH 2**  
**August 26, 2021**

No.	Name of Participant	Position
1	ELIAS A. ALICAYA JR.	OIC- SDS
2	GREGORIO T. MUECO	OIC-ASDS
3	HERBERT D. PEREZ	OIC-ASDS
4	MARIA DOLORES D. ATIENZA	Administrative Officer V
5	WENNIE O. GAELA	Administrative Officer IV
6	WILBERT B. PORTEZA	Information Technology Officer I
7	CALIXTO BLAZO	SCHOOL PRINCIPAL IV
8	REIVALL B. VALIENTE	Administrative Officer IV
9	MARISYLL MENDOZA	Administrative Assistant II
10	HECTOR LAURIO	Administrative Aide VI
11	BRYAN A. MERJUDIO	Administrative Officer II
12	IRISH B. CUETO	Administrative Officer II
13	PAUL HARVEY M. MARTINEZ	Administrative Officer II
14	YONINAH IBAL	Administrative Officer II
15	MA. CRISELA O. MORENO	Administrative Aide IV
16	ARLYN B. JARON	Administrative Aide IV
17	KEVIN L. MAYORMITA	Administrative Aide IV
18	REBECCA A. VALIENTE	Administrative Assistant III
19	HONEYLEE V. RONQUILLO	Administrative Aide I
20	JAYSON V. ALCALA	

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