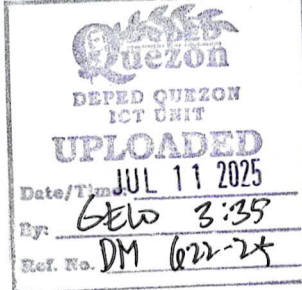




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 July 2025

DIVISION MEMORANDUM
DM No. 622, s. 2025

IMPLEMENTATION OF SKELETAL WORKFORCE IN THE SGOD OFFICE ON JULY 15, 2025 IN VIEW OF THE MID-YEAR PERFORMANCE REVIEW

To: Asst. Schools Division Superintendents
Functional Division Chiefs
Heads of SDO Offices/Service Units
Public Schools District Supervisors
School Heads of Elementary and Secondary Schools
All Others Concerned

1. Please be informed that the School Governance and Operations Division (SGOD) will implement a skeletal workforce on Tuesday, July 15, 2025 to enable all SGOD personnel—except those assigned to field offices—to participate in the scheduled Mid-Year Performance Review.
2. This activity is intended to evaluate the progress of individual and team performance relative to the targets set in the Annual Action Plan and Work and Financial Plan of each SGOD service unit, and to identify strategies for improving performance during the remaining time of the calendar year.
3. All internal and external clients are advised to submit their documents on the said date, which will be received by a designated Job Order personnel to ensure continuity of basic office transactions.
4. For urgent concerns during the skeletal workforce implementation, please contact the Office of the Assistant Schools Division Superintendent through **Ms. Marissa Maragay**.
5. We highly appreciate your understanding and continued support.
6. For your information and guidance.

For:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

By:

Juanito A. Merle, EdD
SGOD-Chief Education Supervisor

sgodjam07/08/2025

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