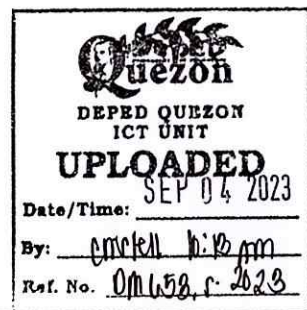




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 August 2023

DIVISION MEMORANDUM
DM No. 653, s. 2023

RELOCATION OF THE RECORDS OFFICE AT THE LR/CID BUILDING

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Liaison Officers and Alternate Liaison Officers
Division Personnel
Sub-Offices Personnel
All Others Concerned

1. This Office would like to announce the **relocation of the Records Office at the LR/CID Building** to give way for the upcoming construction of the four-storey building in the Division Office.
2. In this connection, the **receiving and releasing of documents** will be facilitated in the new location starting **September 6, 2023**.
3. Liaison Officers and all other clients are advised to **utilize the entrance located at the left wing of the LR/CID Building near the Planning Office**.
4. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

recamcp08/31/2023

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph