



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



DEPED - QUEZON
ICT UNIT

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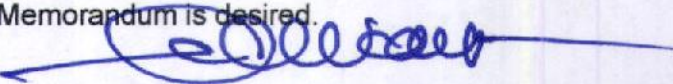
DIVISION MEMORANDUM

DM No. 671, s. 2021

UTILIZATION OF ADJUSTED DEPED QUEZON TEMPLATES AND FORMS

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

1. This Office reminds all DepED Quezon personnel that starting on September 5, 2021 everybody is enjoined not to use anymore the templates/forms bearing the following logo:

2. To ensure that all offices in the Schools Division of Quezon are no longer utilizing the templates/forms bearing the above illustrated logo, the heads of different offices/service units in the Schools Division of Quezon are expected to return the documents that bear the said logo to the concerned internal or external customers.
3. Likewise, the Knowledge Management Team (KMT) is expected to make the adjusted DepED Quezon templates/forms accessible to the intended users for their utilization.
4. 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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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