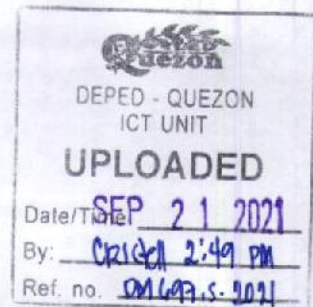




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 September 2021

DIVISION MEMORANDUM

DM No. 697, s. 2021

DIVISION ORIENTATION AND TRAINING OF ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS AND RESPECTIVE EXECUTIVE ASSISTANTS/SECRETARIAT FOR DEPED QUEZON SUB-OFFICES

To: OIC - Assistant Schools Division Superintendents
SDS and ASDS Secretariat
All Others Concerned

1. Pursuant to **Division Memorandum No. 306, s. 2021**, *Deconcentrating the Schools Division Office of Quezon Province through the Establishment of Sub-Offices*, and **Division Memorandum No. 590, s. 2021**, *Soft Opening in Gumaca National High School, Gumaca Quezon*, this Office announces the conduct of Orientation and Training of Assistant Schools Division Superintendents with their respective executive secretariat on **September 23-24, 2021** at Mushroom Garden, Sevillas Farm and Resort, Domoit, Lucena City.
2. The objective of the training is to ensure effective and efficient operation of DepED Quezon Sub-Offices and strenghtens the implementation of Republic Act 11032 or Ease of Doing Business And Efficient Government Service Delivery Act of 2018 which aims to streamline the current systems and procedures of Government Services.
3. The Division Training Team will facilitate the program, documentation of the activity and over-all in-charge of the orientation and training needs. Also, enclosed herewith are the list of participants and program of the activity for reference.
4. To ensure the safety of participants, strict health and safety protocols implemented by the Department of Health (DOH) and Inter-Agency Task Force for Emerging Infectious Disease (IATF-EID) will be enforced during the conduct of the activity. There will be a Division Health Officer who shall strictly monitor the minimum public health standards and provide medical assistance, as necessary.

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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5. Participants shall be required to **wear protective gears such as face mask and face shield.** First meal will be served at lunch time on September 23, 2021 and last meal will be the p.m. snack on September 24, 2021.
6. Food, accommodation, and travel expenses of the participants shall be charged against Division MOOE subject to usual accounting and auditing procedure.
7. Immediate dissemination of this Memorandum is desired.

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

OSDS09/17/2021

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PROGRAMME

Division Orientation and Training of Assistant Schools Division Superintendents
For DepEd Quezon Sub-Offices
Mushroom Garden, Sevillas Farm and Resort, Domoit, Lucena City
September 23-24, 2021

PART I

- 1:00 p. m - Arrival and Registration
- Preliminaries
 - National Anthem AVP
 - Invocation AVP
 - CALABARZON MARCH AVP
 - QUEZON HYMN AVP
- Presentation of Participants Gregorio T. Mueco
OIC-ASDS
- Opening Remarks Gregorio A. Co, Jr.
OIC-ASDS
- Inspirational Message Dr. Elias A. Alicaya Jr.
OIC-Schools Division Superintendent

PART II

- Orientation Proper
- Closing Remarks Herbert D. Perez
OIC-ASDS

REGINA V. MARINO
SEPS/Program Facilitator

Gilbert C. Alva / Oscar R. Duma Jr.
SEPS/ Documentation & Training Coordinator

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LIST OF PARTICIPANTS

	NAME	POSITION
1	ELIAS A. ALICAYA Jr.	OIC-Schools Division Superintendent
2	GREGORIO A. CO Jr.	OIC-Asst. Schools Division Superintendent
3	GREGORIO T. MUECO	OIC-Asst. Schools Division Superintendent
4	HERBERT D. PEREZ	OIC-Asst. Schools Division Superintendent
5	REGINA V. MARINO	Senior Education Program Specialist
6	OSCAR R. DUMA JR.	Senior Education Program Specialist
7	GILBERT C. ALVA	Senior Education Program Specialist
8	KRISTOFFER O. OINEZA	AO II- SDS Secretary
9	SARAH LYNN V. DIALA	AO II- SDS Secretary
10	MARISSA L. MARAGAY	ADAS III- ASDS Secretary (D.O. proper)
11	MARINEL I. OBMERGA	AA VI- ASDS Secretary (D.O. proper)
12	JAMMELA P. PANO	AO II - Real Sub-Office
13	LARA CORONACION	AA IV- ASDS Secretary (Real Sub-Office)
14	RUTH ANN CANTARA	AO II – Catanauan Sub-Office
15	SHEEKA DIOLA	AA IV- ASDS Secretary (Catanauan Sub-Office)
16	YONINAH R. IBAL	AO II - Gumaca Sub-Office
17	ARLYN B. JARON	AA IV- ASDS Secretary (Gumaca Sub-Office)
18	*To be determined	Nurse-in Charge

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