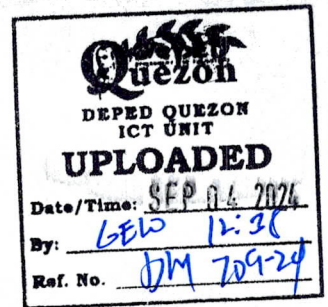




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



4 September 2024

DIVISION MEMORANDUM
DM No. 709, s. 2024

**OFFICER-IN-CHARGE (OIC) IN REGARD TO THE TOP MANAGEMENT'S ATTENDANCE
IN THE 38th ASEAN COUNCIL OF TEACHERS +1 (ACT+1) CONVENTION"**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/ Unit Heads
Public Schools District Supervisors
Elementary and Secondary Schools Heads
All Others Concerned

1. In view of the Top Management's attendance at the 38th ASEAN Council of Teachers +1 (ACT+1) Convention in Thailand, **JOEPI F. FALQUEZA, EdD, Assistant Schools Division Superintendent**, is hereby designated as the Officer-In-Charge (OIC) from September 05-06,2024.
2. The Officer-In-Charge shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:


FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

JOEPI F. FALQUEZA, EdD
Assistant Schools Division Superintendent

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



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