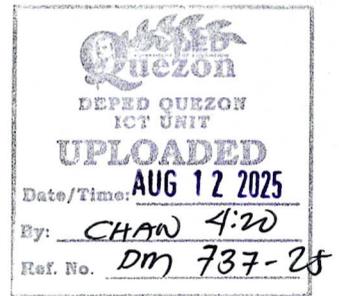




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



11 August 2025

**DIVISION MEMORANDUM**  
 DM No. 737, s. 2025

**ASSIGNMENT OF RECORDS PERSONNEL TO SDO QUEZON DURING ICT AND COMMUNICATION SKILLS ENHANCEMENT ACTIVITY**

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  
 Sub-Offices Personnel  
 All Others Concerned

- In reference to ICT Section activity announced through OM No. 175, s. 2025, ICT and Communication Skills Enhancement for SDO Non-Teaching Personnel, to be held on **August 13-15, 2025, from 8:00 AM to 5:00PM**, personnel from the Division Office Records Section will be participating in the said training.
- To ensure the uninterrupted delivery of public service and the smooth operation of the Records Office during this period, the following personnel are hereby designated to render service at the **Records Office of SDO Quezon, Brgy. Talipan Pagbilao Quezon** on the aforementioned dates:

Name	Position	School / District
<b>JOHN MARK P. RICARO</b>	ADAS II	Gov. Anacleto C. Alcalá NHS
<b>JANE B. HAGUNOY</b>	ADAS III	Mauban North Elementary School
<b>MARIA ISABELA PRISCILLA ENDIAFE</b>	ADAS II	Buenavista National High School

- Concerned school heads are respectfully requested to allow the identified personnel to report to the SDO Quezon, Pagbilao on the indicated dates to carry out their temporary assignments.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



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4. Immediate dissemination of this memorandum is earnestly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

recatma08/11/2025

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