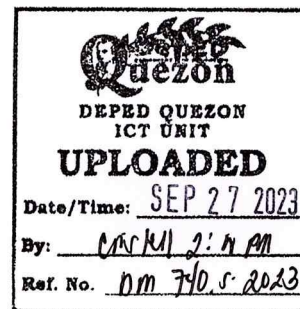




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 September 2023

**DIVISION MEMORANDUM**

**DM No. 740, s. 2023**

**OFFICERS-IN-CHARGE (OICs) IN REGARD TO THE TOP MANAGEMENT'S  
PROVISION OF TECHNICAL ASSISTANCE IN UMIRAY,  
GENERAL NAKAR, QUEZON**

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

1. In view of the Top Management's provision of technical assistance in Umiray, General Nakar, Quezon, the following are hereby designated as the Officers-In-Charge from **September 27-29, 2023**.

Name	Position	Schedule
HERBERT D. PEREZ	ASDS	September 27, 2023 (Wednesday)
MARIA DOLORES D. ATIENZA	AO V	September 28-29, 2023 (Thursday-Friday)

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:

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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



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

---

FOR:

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

BY:

**FULLNAME OF DESIGNATED OIC**  
Position

4. Immediate dissemination of this Memorandum is desired.

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

osdsSDO09/27/2023

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

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