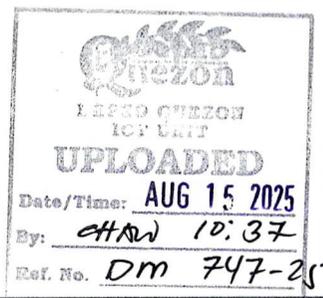




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



15 August 2025

DIVISION MEMORANDUM
 DM No. 747, s. 2025

CORRIGENDUM TO DIVISION MEMORANDUM NO. 465 S.2025
RE: OFFICIAL DESIGNATION OF ALTERNATE SIGNATORIES
FOR DEPED QUEZON PROVINCE OFFICES

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 School Heads
 All Others Concerned

- In reference to Division Memorandum No. 465 s.2025 titled Official Designation of Alternate Signatories for DepEd Quezon Province Offices , this Office hereby issues the updated alternate signatories in some offices in this division to act on behalf of the head of their respective offices in the event of official travel, business engagements or approved leave, to wit:

OFFICE	HEAD OF OFFICE/CHIEFS/SECTION HEADS	ALTERNATE SIGNATORIES
Schools Division Superintendent	Rommel C. Bautista	Joepi F. Falqueza (Memo, Advisory, reports including Legal) <i>DO Funds</i> Roselyn Q. Golfo (up to 5M) <i>Special Education Fund (SEF)</i> Lorena S. Walangsumbat (Trainings and Research Convention)
Assistant Schools	Joepi F. Falqueza	1. Roselyn Q. Golfo

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon



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Division Superintendent		2.Lorena S. Walangsumbat 3.Rexcia Maria Baldeo
Assistant Schools Division Superintendent	Roselyn Q. Golfo	1.Joepi F. Falqueza 2. Lorena S.Walangsumbat 3. Juanito a. Merle
Assistant Schools Division Superintendent	Lorena S.Walangsumbat OIC-ASDS	1. Joepi F. Falqueza 2. Roselyn Q. Golfo 3. Carmela Ezcel Orogo
CID	Carmela Ezcel Orogo OIC- CID Chief	1. Lorena S. Walangsumbat 2. Walter F. Galarosa 3. Jee Ann Borines
Planning	Sherelyn O. Pardia OIC- Planning Officer	1.Juanito A. Merle 2.Rodelio M. Esmerna Jr. 3.Alma M. Quiambao

2. Alternate signatories are authorized to sign routine documents, excluding those related to financial matters, or personnel appointments unless a separate memorandum specifically grants such authority.
3. All other details stipulated in the previous Memorandum shall remain in effect.
4. For immediate dissemination and implementation.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

asds1sw 8/15/2025

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