



UPLOADED  
09/16/2024  
GELO 6:35  
DM 752-24

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

16 September 2024

**DIVISION MEMORANDUM**  
**DM No. 752, s. 2024**

**OFFICER-IN-CHARGE (OIC) IN REGARD TO THE TOP MANAGEMENT'S ATTENDANCE  
IN "SEMINAR ON LAWS AND RULES ON GOVERNMENT EXPENDITURES (LARGE)"**

**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 in the "Seminar On Laws and Rules On Government Expenditures (LARGE) in Antipolo, Rizal, **JOEPI F. FALQUEZA, EdD, Assistant Schools Division Superintendent**, is hereby designated as the Officer-In-Charge (OIC) from September 17-19,2024.
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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