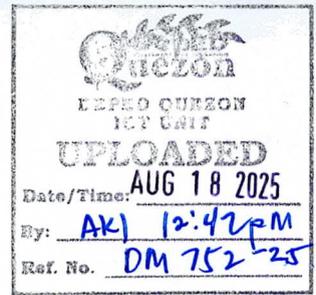




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



August 18, 2025

DIVISION MEMORANDUM
DM No. 752, s. 2025

OFFICER-IN-CHARGE (OIC), OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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 attendance in the **"ARAL Orientation for SDS and ASDS: Driving Literacy Improvement in the Divisions Through Community and Data-Driven Approaches"** in Liloan, Cebu, **MARIA DOLORES D. ATIENZA, Administrative Officer V**, is hereby designated as the Officer-In-Charge (OIC) from August 18-20, 2025.
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:

MARIA DOLORES D. ATIENZA
Administrative Officer V

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

osdstop/08/18/2025

DEPEDQUEZON-TM-SDS-04-009-003



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