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

DEPED - QUEZON
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18 October 2021

DIVISION MEMORANDUM
DM No. 789, s. 2021

OFFICIAL LAUNCHING OF SDO QUEZON PROJECT DeVOLVES
(Formal Opening of Gumaca Sub-Office)

To: Assistant Schools Division Superintendent
Chief (CID and SGOD)
Education Program Supervisors and Specialists
Public Schools District Supervisors Officers
Public Schools District Supervisors of 4th Congressional District
Gumaca NHS Principal
All others concerned

1. In the pursuit to provide the best services to its clienteles, SDO Quezon formally launches Project DeVOLVES (**D**econcentration of **V**ital **O**perations for **L**everaging **V**olume of **E**ducation **S**ervices) in Gumaca Sub-Office at Gumaca National High School on October 29, 2021. Project DeVOLVES aims to decentralize select crucial processes and basic education services to subordinate field offices for faster transactions, improved support service delivery and communication, judicious use of goverment funds, broadened scope of customer feedback collection and enhanced effectiveness and efficiency in the management of human and material resources.

2. The attendees to this event are the Top Management, Chief (CID and SGOD), Education Program Supervisors and Specialists, PSDS's Officers, and PSDSs of Congressional District 4 in different time schedule. They are expected to wear Monday Uniform and shall observe "Juan Time Policy".

3. The launching will formally start with a thanksgiving mass at 9:00AM while the ceremonial, ribbon cutting and blessing will follow at 10:00AM. It will be graced by some DepED Key Officials from the Central, Regional and Division Office. Top Management and Section Heads are

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expected to attend the morning activity. In the afternoon, there will be "Huntahan sa Quezon" at 2:00PM to be participated by SDO Personnel and Public District Supervisors of Congressional District 4 only.

4. All attendees shall strictly observe health protocols set by the Inter-Agency Task Force (IATF) including, but not limited to, social distancing, temperature monitoring, and sanitation of premises. Those with commorbidity/ies and 60 and above years old are discouraged to attend the said event.

5. The committee for this activity are attached in Enclosure 1. The expenses relative to this will be charged to Division MOOE, while travelling expenses will be charged to local funds/school/division MOOE subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Enclosure 1 to DM No. 789, s. 2021

COMMITTEE ON THE OFFICIAL LAUNCHING OF SDO QUEZON PROJECT DeVOLVES – GUMACA SUB-OFFICE
October 29, 2021

Program / Invitation.....	Lorena S. Walangsumbat Abner L. Pureza Marbin Jeramil D. Fragata
Accommodation/ Transportation.....	Maria Dolores D. Atienza Shiela E. Javen Wennie O. Gaela
Foods / Tokens	Elizabeth M. De Villa Regina V. Marino Gilbert C. Alva
Mass/Physical Arrangement and Sound System..... (Flowers for Ribbon Cutting, Candles)	PSDS Marlon M. Rañeses PSDS Lourdes M. Tan Calixto S. Blazo
AVP of Project DeVOLVES and Documentation.....	Wilbert B. Porteza Oscar R. Duma Jr Creative Team
Budget and Finance.....	Edmundo R. Marin Jr. Catherine A. Pureza

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