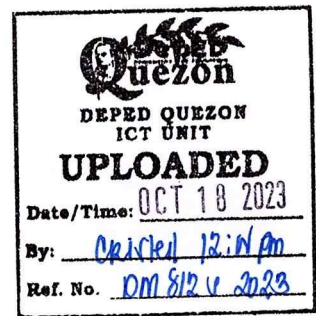




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2023

**DIVISION MEMORANDUM**

DM No. 812, s. 2023

**CONDUCT OF TECHNICAL ASSISTANCE OF SELECT ADMINISTRATIVE ASSISTANT II  
ON THE ADMINISTRATIVE PAYROLL SERVICES**

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

1. This Office announces the Conduct of Technical Assistance of Select Administrative Officer II on the Administrative Payroll Services on **October 20, 2023** from 8:00 a.m. to 5:00 p.m. at **Tiaong I District Office Tiaong, Quezon**.
2. Participants to this activity are the selected Administrative Officer II ( see attached enclosure). They are advised to bring laptop and extension cords.
3. To ensure the implementation of health and safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
4. Immediate dissemination of this Memorandum is desired.

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

Admam10/17/2023

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Enclosure to DM No. 812 s.2023

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1.	LILIBETH L. CASTILLANO	Administrative Officer II
2.	MICA ANGELITA PASIA	Administrative Officer II
3.	EDWIN T. CASTILLO	Administrative Officer II
4.	CHERYL ORLANES RODEL	Administrative Officer II
5.	REYNON B. TOLENTINO	Administrative Officer II
6.	MARREN A. BRUCAL	Administrative Officer II
7.	ANNABELLE C. BACON	Administrative Officer II
8.	YEZA BALLESTRA	Administrative Officer II

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