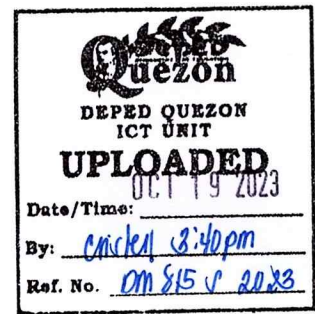




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 October 2023

**DIVISION MEMORANDUM**  
DM No. 815, s. 2023

**RECOGNITION OF THE BEST-PERFORMING OFFICIAL AND ALTERNATE LIAISON OFFICERS IN THE DIVISION OF QUEZON**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Liaison Officers and Alternate Liaison Officers  
Sub-Offices Personnel  
All Others Concerned

1. This Memorandum is issued to announce the continuous support of this Office in the **Recognition of the Best-Performing Official and Alternate Liaison Officers in the Division Of Quezon.**
2. This activity has been designed **since 2020** by the records section to formally recognize the outstanding performance of the official and alternate liaison officers in the Division of Quezon. This award is given to encourage liaison officers to strive for excellence and become proactive employees of the organization.
3. Enclosed herewith is the selection process and a copy of the electronic evaluation form used by the records personnel.
4. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

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

recsop10/13/2023

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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**LIAISON OFFICER OF THE MONTH  
SELECTION PROCESS**

1. The nominations will be solicited from records personnel assigned in each Congressional District including sub-office personnel. Each personnel may nominate a maximum of five (5) Liaison Officers using an electronic nomination form.
2. The nominees must be the registered official and/or alternate Liaison Officers only.
3. Each Congressional District has the chance to receive ***“Liaison Officer of the Month”***.
4. The highest-scoring nominee/s from the **Elementary and Secondary level** will be considered for the award.
5. There can be two or more recipients. However, should there be no qualified personnel, the award shall not be given.
6. The title of ***“Liaison Officer of the Month”*** can be earned by an employee for three (3) consecutive months only and it will require a break of at least two (2) months after receiving the award.
7. Liaison Officer of the Month will receive a certificate of recognition signed by the Schools Division Superintendent.
8. The committee’s decision is final and irrevocable.

Enclosure No. 2

# 2023 Best Performing Liaison Officer Evaluation Form

The purpose of this activity is to recognize employees who have served Division of Quezon in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Score Guide:

4 - Strongly Agree

3 - Agree

2 - Disagree

1 - Strongly Disagree

\* Indicates required question

1. Email \*

\_\_\_\_\_

2. CONGRESSIONAL DISTRICT \*

Mark only one oval.

- 1st Congressional District
- 2nd Congressional District
- 3rd Congressional District
- 4th Congressional District

3. NAME OF NOMINATED BEST LO \*

\_\_\_\_\_

4. SCHOOL / DISTRICT ASSIGNMENT OF THE NOMINEE \*

\_\_\_\_\_

5. LEVEL \*

Mark only one oval.

- Elementary
- Secondary

6. EVALUATED BY \*

\_\_\_\_\_

7. Checks submitted documents as to **completeness and accuracy** \*

Mark only one oval.

- 4
- 3
- 2
- 1

8. Ensures **attachment of checklist** to applicable documents submitted. \*

Mark only one oval.

- 4
- 3
- 2
- 1



9. Ensures utilization of **ear tags** for documents requiring signature. \*

Mark only one oval.

- 4  
 3  
 2  
 1

10. Ensures that **duly examined documents were encoded** in the Quezon's Online Document Tracking System (QODTS). \*

Mark only one oval.

- 4  
 3  
 2  
 1

11. Keeps **updated on the latest information** and issuances of the Division Office thru the Division's Website. \*

Mark only one oval.

- 4  
 3  
 2  
 1

12. **Communicates the updates** and issuances to school and/or district issued by Division Office. \*

Mark only one oval.

- 4  
 3  
 2  
 1

13. Submits **systematic, neat, and organize** documents. \*

Mark only one oval.

- 4  
 3  
 2  
 1

14. Submits **error-free documents** and with complete attachments. \*

Mark only one oval.

- 4  
 3  
 2  
 1

15. Ensures the **readiness of documents** before reporting to the Division Office. \*

Mark only one oval.

- 4  
 3  
 2  
 1

16. Ensures documents submitted were carefully examined by the School Head. \*

Mark only one oval.

- 4
- 3
- 2
- 1

17. Submits documents **on-time** and prevents last minute submission. \*

Mark only one oval.

- 4
- 3
- 2
- 1

18. Has NO/limited **return documents**. \*

Mark only one oval.

- 4
- 3
- 2
- 1

19. The LO is always presentable and neat. (wearing ID, well-dressed, etc.) \*

Mark only one oval.

- 4
- 3
- 2
- 1

20. Executes strong communication skills. \*

Mark only one oval.

- 4
- 3
- 2
- 1

21. Consistently dependable and dedicated to work. \*

Mark only one oval.

- 4
- 3
- 2
- 1

22. Performs his/her job with less supervision. \*

Mark only one oval.

- 4
- 3
- 2
- 1

23. Provides valuable feedback for the improvement of services. \*

Mark only one oval.

- 4
- 3
- 2
- 1