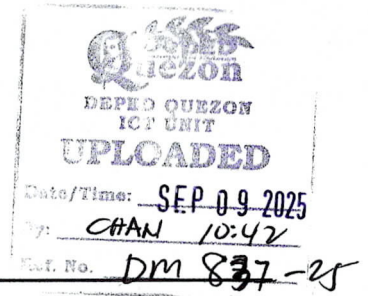




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



8 September 2025

DIVISION MEMORANDUM

DM No. 837, s. 2025

**DESIGNATION OF MICHELLE P. DE MESA AS OFFICER-IN-CHARGE OF THE
SUPPLY SECTION**

**To: Assistant Schools Division Superintendents
Chief, CID/SGOD
Education Program Supervisors
HRMPSB Members
Public Elementary and Secondary School Heads
All Others Concerned**

1. This is to announce the designation of **Ms. Michelle P. De Mesa**, as **Officer-in-Charge (OIC) – Supply Section** of DepEd Division of Quezon from **September 8 to September 12, 2025**.
2. Ms. De Mesa shall sign official correspondence in the following manner:

Michelle P. De Mesa
Administrative Assistant III
OIC-Supply Officer
3. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V,
Schools Division Superintendent

Percep0/08/2025

DEPEDQUEZON-TM-SDS-04-009-003



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