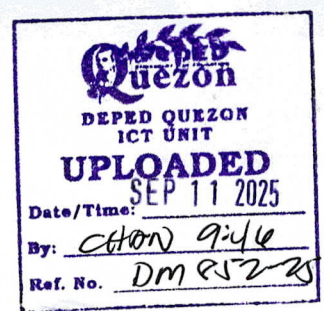




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

**DIVISION MEMORANDUM**  
**DM No. 852 s. 2025**

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR C.Y. 2025**

**To:** Assistant Schools Division Superintendents  
CID & SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All Unit/Section Heads  
Public Schools Elementary and Secondary School Heads  
All Others Concerned

1. DepEd Quezon will conduct Quarter 3 Division Management Committee Meeting for C.Y. 2025 on **September 25-26, 2025** at M.I Sevilla's Resort Lucena City. This activity aims to:
  - a. ensure strengthened communication channels in the field offices where the division officials converge to facilitate flow of significant information, issuances, programs and projects coming both from the Central Office, Regional Office down and Schools Division Offices.
  - b. improve the delivery of Basic Education services and ensures that the information are cascaded down to the school levels aligned with the PPAs of the Department of Education and SDO Quezon KALILAYAN program.
2. All Public Schools District Supervisors, Public Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

Date	Attendees
<b>Batch 1 – September 25, 2025</b>	1 <sup>st</sup> & 3 <sup>rd</sup> Congressional Districts (PSDSs, Elementary & Secondary School Heads)
<b>Batch 2 – September 26, 2025</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Congressional Districts (PSDSs, Elementary & Secondary School Heads)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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3. All participants are advised to wear the official Thursday office uniform.
4. There will be a registration fee of P800.00 for each participant which will cover the meal for the participants. The first meal to be served shall be breakfast while the last meal shall be afternoon snacks. Registration starts at 7:00a.m. at the venue.
5. Registration fee and travel expenses shall be charged to the respective School MOOE/local funds of the School Heads, while the travel and other incidental expenses of SDO personnel and PSDSs shall be charged to Division MOOE/local funds, subject to usual accounting and auditing procedures. Please refer to DM 910, s. 2022 for clarifications on travel guidelines.
6. Immediate dissemination of this Memorandum is desired.

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

asds/lsw/09/10/2025

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