



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time OCT 26 2022

By: Christy J. J. J.

Ref. no. DM 891-2022

25 October 2022

**DIVISION MEMORANDUM**

**DM No. 891, s. 2022**

**HUNTAHAN WITH TOP MANAGEMENT: PUBLIC SCHOOLS DISTRICT  
SUPERVISORS (PSDSs) EDITION**

**To:** Assistant Schools Division Superintendents,  
CID & SGOD Chiefs,  
Public Schools District Supervisors,  
All Others Concerned

1. DepEd Quezon will conduct Huntahan with the Top Management: PSDSs Edition on **October 28, 2022 at 9:00 a.m. via Zoom** with the following **Meeting link: 895 8690 5012 and Passcode: 12345**.
2. Topics / Agenda to be presented in Huntahan with Top Management are the following:
  - Presentation of District Profile:
    - a. Name of school
    - b. Classroom and student ratio (Enrollment and no of classrooms). Separate elementary, JHS and SHS
    - c. No. of classes organized. Separate elementary, JHS and SHS
    - d. No. of teachers
    - e. Modality (Separate elementary, JHS and SHS): Blended Learning (specify the scheme) or full F2F
  - Summary of urgent needs that need to coordinate and request to stakeholders/partners per school
3. All Public Schools District Supervisors shall prepare and present the data/information as stated in item no. 2. No proxy shall be allowed. All powerpoint presentations are

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expected to be sent on or before **8:30 a.m. of October 28, 2022 (Friday)** at  
[sdo.quezon.cid@deped.gov.ph](mailto:sdo.quezon.cid@deped.gov.ph)

4. In addition, all participants are requested to connect to the prescribed link 15 minutes before the meeting begins, and are all required to rename their zoom account with the following format, **Full Name\_ District Name** for proper identification. Please be reminded also to put on the camera during the meeting. The host / facilitator shall remove any participant in the meeting who are found to be non-compliant with the online meeting reminders.
5. Public Schools District Supervisors with internet difficulty may gather together in an area with better internet connection and with strict adherence to health and safety protocol.
6. All expenses relative to this activity shall be chargeable against local fund / MOOE subject to usual accounting and auditing procedures.
7. Immediate dissemination of this Memorandum is desired.

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

Osdssud10/25/2022

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