



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

17 November 2021

DIVISION MEMORANDUM
DM NO. 896, s. 2021

**SCHEDULE OF DISTRICTS AND SECONDARY SCHOOLS IN DELIVERING
DOCUMENTS FROM SDO QUEZON SUB-OFFICES TO SDO PAGBILAO**

To: OIC-Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Section Heads
PSDSs of First, Third and Fourth Congressional Districts
Elementary School Heads of First, Third and Fourth Congressional Districts
Secondary School Heads of First, Third and Fourth Congressional Districts
District and Secondary Schools Liaison Officers of Third Congressional District
District and IU Schools Liaison Officers of Fourth Congressional District
Real Sub-Office Staff
Catanauan Sub-Office Staff
Gumaca Sub-Office Staff
All Others Concerned

1. With reference to Division Memorandum No. 306, s. 2021 "*Deconcentrating the Schools Division Office of Quezon Province Through the Establishment of Sub-Offices,*" particularly on the provision stated in V.7 "*The sub-offices will facilitate the submission of different reports to be forwarded to the SDO's functional divisions,*" this Office hereby informs the field about the schedule of the District and Secondary Schools' of First, Third and Fourth Congressional Districts in delivering the documents from SDO Sub-Offices to the Records Section of SDO-Quezon in Pagbilao and in receiving documents for release to the said sub-offices.
2. The assigned personnel of the district and Secondary Schools will take turn in delivering the documents from the SDO Sub-Offices to the Division Office Records Section from Monday to Friday.
3. The District & Secondary School personnel assigned for a particular day must be at the SDO Sub-Offices **not later than 9:00 a.m.** to receive the documents for submission to SDO Pagbilao Records Section.

DEPEDQUEZON-TM-SDS-04-009-003



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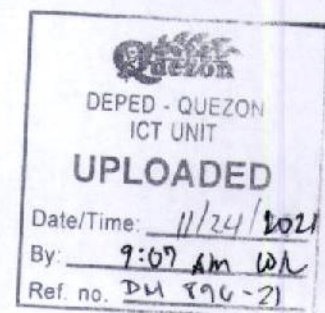
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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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4. The Records Section of SDO Pagbilao will take charge in receiving and releasing of documents from the Liaison Officer assigned for different Sub-Offices.
5. The District/ Secondary School Liaison Officers will be responsible for receiving released documents from the SDO Records Section to SDO Quezon Sub-Offices.
6. The proposed schedule will start on **November 22, 2021 (Monday)** (please see attached enclosure re: Schedule of Travel of Districts and Secondary Schools Liaison Officers). Adjustment in the schedule due to unforeseeable circumstances may be applied when necessary.
7. All districts are encouraged to have its own strategy in receiving documents from the schools and in submitting them to the sub-offices.
8. Transportation expenses of assigned personnel in going to and from the Division Office shall be chargeable against MOOE subject to usual accounting and auditing procedures with reference to EO 77 and D.O. 22, s. 2019
9. Immediate and widest dissemination of this Memorandum is earnestly desired.

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



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Enclosure No. 1

**SCHEDULE OF TRAVEL OF DISTRICTS AND SECONDARY SCHOOLS LIAISON OFFICERS
OF CATANAUAN SUB-OFFICE**

WEEK	DAY	ASSIGNED DISTRICT / SECONDARY SCHOOL
WEEK 1	Monday	Macalelon District
	Tuesday	Catanauan District I
	Wednesday	General Luna District
	Thursday	Catanauan District II
	Friday	Buenavista District I
WEEK 2	Monday	Mulanay District II
	Tuesday	Mulanay District I
	Wednesday	Calantas National High School (Macalelon)
	Thursday	Doña Francesca Alvares Rejano Integrated School (Mulanay)
	Friday	Buenavista District II
WEEK 3	Monday	San Narciso District I
	Tuesday	San Andres District
	Wednesday	San Narciso District II
	Thursday	San Isidro National High School (Catanauan)
	Friday	San Isidro National High School (General Luna)
WEEK 4	Monday	Olongtao National High School (Macalelon)
	Tuesday	Buenavista National High School (Buenavista)
	Wednesday	Camflora National High School (San Andres)
	Thursday	Bondoc Peninsula Agricultural High School (Mulanay)
	Friday	Pagsangahan National High School (San Francisco II)
WEEK 5	Monday	Marcial B. Villanueva National High School (San Francisco I)
	Tuesday	Godofredo M. Tan Integrated School of Arts and Trades (San Narciso I)
	Wednesday	Abuyon National High School (San Narciso II)

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Enclosure No. 2

**SCHEDULE OF TRAVEL DISTRICTS AND SECONDARY IU SCHOOLS OF
GUMACA SUB-OFFICE**

WEEK	DAY	ASSIGNED DISTRICT / IU SCHOOL
WEEK 1	Monday	Guinayangan North
	Tuesday	Gumaca East*
	Wednesday	Guinayangan South
	Thursday	Gumaca West*
	Friday	Calauag East
WEEK 2	Monday	Tagkawayan I
	Tuesday	Lopez East*
	Wednesday	Tagkawayan II
	Thursday	Magallanes NHS*
	Friday	Lopez West
WEEK 3	Monday	San Narciso District I
	Tuesday	Quezon*
	Wednesday	Alabat
	Thursday	Plaridel
	Friday	Gumaca NHS*
WEEK 4	Monday	Atimonan I
	Tuesday	Lamon Bay School of Fisheries*
	Wednesday	Atimonan II
	Thursday	Hondagua NHS*
	Friday	Plaridel
WEEK 5	Monday	Guinayangna NHS
	Tuesday	Perez NHS*
	Wednesday	Concepcion NHS
	Thursday	Sto. Domingo NHS*
	Friday	Lopez CNHS
WEEK 6	Monday	Tagkawayan NHS
	Tuesday	Calauag NHS
	Wednesday	Atimonan NCHS
	Thursday	Malinao Ilaya NHS
	Friday	Alabat Island NHS*

* Will receive documents for release from SDO Pagbilao Records Section

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Enclosure 3

SCHEDULE OF IDENTIFIED DISTRICTS AND SCHOOLS FOR THE REAL SUB-OFFICE

WEEK	DAY	ASSIGNED DISTRICT / IU SCHOOL
WEEK 1	Monday	Real District
	Tuesday	Infanta District
	Wednesday	General Nakar District 1
	Thursday	General Nakar District 2
	Friday	NONE
WEEK 2	Monday	Ungos NHS
	Tuesday	Infanta NHS
	Wednesday	Paaralang Sekondarya ng Heneral Nakar
	Thursday	Tongohin NHS & Binulasan IS
	Friday	NONE
WEEK 3	Monday	Real District
	Tuesday	Infanta District
	Wednesday	General Nakar District 1
	Thursday	General Nakar District 2
	Friday	NONE
WEEK 4	Monday	Ungos NHS
	Tuesday	Infanta NHS
	Wednesday	Paaralang Sekondarya ng Heneral Nakar
	Thursday	Tongohin NHS & Binulasan IS
	Friday	NONE
WEEK 5	Monday	Real District / Ungos NHS
	Tuesday	Infanta District / Infanta NHS
	Wednesday	General Nakar District 1 / Paaralang Sekondarya ng Heneral Nakar
	Thursday	General Nakar District 2 / Tongohin NHS & Binulasan IS
	Friday	NONE

Notes:

1. Documents for submission to SDO Quezon on Mondays shall be received by the assigned personnel of the identified districts and schools from the Records Section at the Real Sub-Office on Fridays, not earlier than 4:00 p.m. Similarly, for Tuesdays, they shall be received on Mondays, and so forth.
2. No submission of documents to SDO Quezon shall be done on Fridays, except for highly exceptional cases. However, all documents received at the Real Sub-Office on Thursdays and Fridays shall still be processed.
3. School heads of Tongohin NHS and Binulasan IS shall arrange their respective schedules of delivering received documents from the Real Sub-Office to SDO Quezon Pagbilao.

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