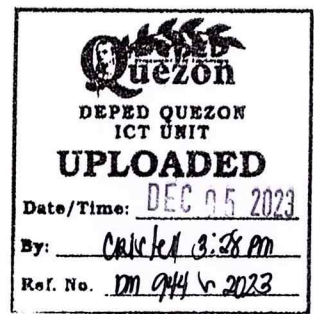




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 November 2023

DIVISION MEMORANDUM
DM No. 944, s. 2023

REVISED ARRANGEMENT FOR RELEASING DOCUMENTS IN THE 4TH CONGRESSIONAL DISTRICT FROM SDO PAGBILAO TO SDO GUMACA SUB-OFFICE

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 **revised arrangement for releasing documents** in the **4th congressional district** from SDO Pagbilao to SDO Gumaca Sub-Office from every other day arrangement set Enclosure No. 2 of the Division Memorandum 896, s. 2021 to **DAILY**.
2. This revised arrangement **aims to address the limited space** in the current location of the Records Section in the Division Office and to control the possible delays that may occur in processing documents.
3. Thus, all Liaison Officers that may be scheduled as the "*Liaison Officer of the Day*" in the 4th Congressional District are hereby advised to **collect the documents for release in the Division Office on a DAILY BASIS starting January 2024**.
4. All other information in DM No. 896, s.2021 shall remain the same.
5. For the information and guidance of all concerned, immediate dissemination of this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

recsop11/22/2023

DEPEDQUEZON-TM-SDS-04-009-003



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