



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



30 September 2025

**DIVISION MEMORANDUM**

DM No. 958, s. 2025

**CORRIGENDUM TO DM NO. 811, s. 2025; RE: ANNUAL AGENCY AUTHORIZED OFFICERS AND ELECTRONIC REMITTANCE FILE HANDLERS TRAINING**

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

1. In reference to DM No. 811, s. 2025 titled “*Annual Agency Authorized Officers and Electronic Remittance File Handlers Training*”, this corrigendum is issued to reschedule the Annual AAO and ERF Training from September 25, 2025 to **October 9, 2025 (Thursday)** due to super typhoon “Opong”.
2. The participants are expected to register on the pre-registration link: <https://forms.gle/qnn8e77jYDghJvhX9>.
3. Other details stipulated in the previous Memorandum shall remain in effect.
4. Widest and immediate dissemination of this Memorandum is desired.

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

admcaa 09/30/2025

DEPEDQUEZON-TM-SDS-04-009-003



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Maria Dolores Atienza <madoloresatienza@gmail.com>

**Rescheduled: Letter Invitation for the 2025 AAOs and ERF Handlers face to face training on Oct 9, 2025\_LUCENA/BOAC**  
1 message

Paron, Pauline Antonette V. <paavparon@gsis.gov.ph>

Sat, Sep 27, 2025 at 4:43 PM

Dear Partner AAOs,

Good day!

We will have our annual **Agency Authorized Officers and Electronic Remittance File Handlers (face to face) training for CY 2025 on October 9, 2025 (Thursday) from 7:00am to 1:00pm, at Quezon Convention Center, Brgy. X Belen Drive, Capitol Compound, Lucena City.** Please see attached Formal Invitation Letter. We are pleased to have you as our participant. We believe that this training will greatly help you in performing your AAO duties and responsibilities.

**Attendees:**

- 1- Principal AAO **or** Alternate AAO
- 1- ERF Handler (please inform your ERH handler regarding the training)

**Please click link or scan QR code below to register and confirm your attendance:**

<https://forms.gle/qm8e77jYDgjhJvhX9>



**Attendance and Issuance of Certificate**

- Please register your Last name, First Name and Middle initial correctly in the provided registration link
- We encourage you to come early, on-site registration is from 7:00am to 8:00am.
- Only those who have completed the 3-hours training program and answered the post evaluation form shall be issued a certificate of attendance.

**Additional Requirements**

- Pen and paper

For inquiries and clarifications, you may e-mail **Ms. Paron, Pauline Antonette V. paavparon@gsis.gov.ph**.

Thank you so much and see you all there.

Best Regards,

Pauline Paron

Baguio, Bayombong, Bulacan & Laoag Coverage

Membership Department,

Luzon Group

9/30/25, 9:55 AM

Gmail - Rescheduled: Letter Invitation for the 2025 AAOs and ERF Handlers face to face training on Oct 9, 2025\_LUCENA/BOAC

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 **Invitation for the 2025 Agency Authorized Officers & Electronic Remittance File Handlers Training\_Oct 9\_LUCENA & BOAC.pdf**  
98K



Maria Dolores Atenza <madoloresatenza@gmail.com>

**Postponed\_AAOs and ERF Handlers training\_scheduled September 25, 2025**  
1 message

Paron, Pauline Antonette V. <paavparon@gsis.gov.ph>

Tue, Sep 23, 2025 at 11:55 AM

Dear Partner AAOs,

Good day!

I hope this email finds you well.

Please be advised that the **2025 AAOs and ERF Handlers training** scheduled for **Thursday, September 25, 2025** has been postponed.

This decision was made out of concern for your safety due to the anticipated inclement weather.

We are working to reschedule the training and will notify you with the new date as soon as it's confirmed.

We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you and God Bless.

Best Regards,

Pauline Paron

9/30/25, 9:47 AM

Gmail - Postponed\_AAOs and ERF Handlers training\_scheduled September 25, 2025

Baguio, Bayombong, Bulacan & Laog Coverage

Membership Department,

Luzon Group

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