



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



DEPED - QUEZON  
 ICT UNIT  
**UPLOADED**  
 Date/Time: DEC 05 2022  
 By: NICKO  
 Ref. no. DM 091, s. 2022

02 December 2022

**DIVISION MEMORANDUM**  
**DM No. 991, s. 2022**

**HUNTAHAN WITH TOP MANAGEMENT: (1<sup>st</sup> JOINT FACE-TO-FACE DIVISION  
 MANAGEMENT COMMITTEE MEETING FOR C.Y.2022)**

**To:** Assistant Schools Division Superintendents,  
 CID & SGOD Chiefs,  
 All Unit/Section Heads,  
 Elementary and Secondary School Heads,  
 All Others Concerned

1. DepEd Quezon will conduct Huntahan with the Top Management: 1st Joint Face-to-Face Division Management Committee Meeting on **December 6 and 7, 2022** at **Infinity Hall, M.I. Sevilas Farm and Resort, Domoit, Lucena City**. This is a live-out activity, and those participants coming from remote areas may allocate day zero (**Day Zero: December 5, 2022** for December 6 schedule and **Day Zero: December 6, 2022** for December 7 schedule) for travel time at their own expense.
2. All Public Schools District Supervisors, Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

Date and Time	Attendees
<b>December 6, 2022</b> <b>8:00 a.m. (Tuesday)</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Congressional District (PSDSs, Elementary and Secondary School Heads)
<b>December 7, 2022</b> <b>8:00 a.m (Wednesday)</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Congressional District (PSDSs, Elementary and Secondary School Heads)

3. There will be a registration fee of **P1, 200.00** for each participants (School Heads) which will cover full meal (from breakfast to dinner) and training venue. Registration starts at 7:30 a.m. at the venue.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Topics / Agenda in Huntahan with Top Management are the following:
  - Year-End Accomplishment Reports
  - Top Management Strategic Directions for C.Y.2023
  - Important Announcements/ Reminders of Division Chiefs, Unit/Section Heads
  - Other Matters
  
5. Participants are expected to be at the venue thirty (30) minutes before the scheduled meeting. It is also requested to wear appropriate smart casual attire (Christmas colors such as Red, Green, White, Gold or with accent/touch of the said Christmas colors).
  
6. To ensure the implementation of health and safety protocols amidst the COVID-19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of IATF.
  
7. Registration Fee and Travel Expenses shall be charged to the respective School MOOE/ local fund of the School Heads, while the meal, travel and other incidental expenses of SDO personnel and PSDSs shall be charged to Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
  
8. 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

Osdssvd12/2/2022  
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