



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

19 July 2021

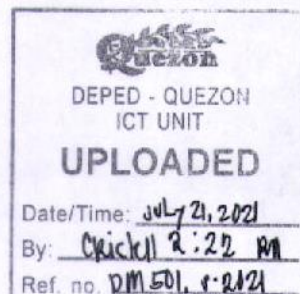
**DIVISION MEMORANDUM**  
DM No. 501, s. 2021

**UPDATES ON CHECKLIST AND FORMS OF PERSONNEL SECTION**

**TO: OIC-Assistant Schools Division Superintendents**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance and Operation Division**  
**Division Chief and Section Heads**  
**Education Program Supervisors**  
**Education Program Specialists**  
**Senior Education Program Supervisor**  
**Public Schools District Supervisors**  
**Elementary, JHS and SHS Heads**  
**All Other Concerned**

1. This office informs all the Division Personnel of SDO Quezon, teaching and non-teaching that the Personnel section has Added and Revised the Checklist and Forms to be use effective **July 26, 2021**.
2. Updated Checklist and Forms can be downloaded at [www.depedquezon.com.ph](http://www.depedquezon.com.ph) ISO templates.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

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



peratma07/19/2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

