



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

<b>Quezon</b>	
DEPED QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	JAN 20 2025
By:	<i>[Signature]</i> 9:40
Ref. No.	

14 January 2025

**EFS OFFICE MEMORANDUM**

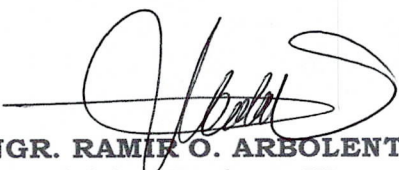
OM No. *018* s. *2025*

**DESIGNATION AS OFFICER - IN - CHARGE OF EDUCATIONAL FACILITIES SECTION**

**To:** Schools Division Superintendent  
Assistant Schools Division Superintendent  
SGOD Chief  
All Concerned

In view of the leave of absence of Engr. Ramir O. Arbolente, Division Engineer III, Engr. Daniel Jr. I. Hutamares, DepEd Project Engineer, is hereby designated as the Officer-in-Charge from January 15 to 31, 2025. He is authorized to sign all transactions on behalf of the Educational Facilities Section, SDO Quezon.

For information and Guidance.

  
**ENGR. RAMIR O. ARBOLENTE**  
Division Engineer III

efs/roa/01/14/2025

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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**January 14, 2025**

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent  
Department of Education  
Division of Quezon  
Sitio Fori Talipan Pagbilao, Quezon

Dear **Sir Bautista,**

Greetings!

I wish to request a leave of absence without pay for twelve (12) working days starting January 15, 2025 until January 31, 2025.

The reason for my request is personal, and although I will not be in the office during this period I am still available thru the means of phone calls, messenger and email if there are any questions and concerns about Education Facilities Section. My contact details are 09958404660 and rhamir\_007@yahoo.com.

Your favorable response regarding this request is highly appreciated.

Thank you very much and more power.

**Very truly yours,**

  
**RAMIR C. ARBOLENTE**  
Division Engineer III

**Approved by:**

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

DEPEDQUEZON-TM-SDS-04-013-003



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