



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



28 February 2022

**OFFICE MEMORANDUM**  
OM No. 028, s. 2022

**SKILLS ENHANCEMENT OF CATANAUAN SUB-OFFICE PERSONNEL**

**To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Section Heads  
Catanauan Sub-Office Staff  
All Others Concerned**


In this time of Pandemic, there is a need to sustain SDO Quezon's efficient and effective service delivery to all its customers and strengthen the implementation of Republic Act 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 which aims to streamline the current systems and procedure of government services.

In connection with this, and in preparation for the upcoming Formal Opening of the Catanauan Sub-Office, this office announces the conduct of Skills Enhancement of Catanauan Sub-Office Personnel on March 1-2, 2022

To ensure effective and efficient operation of DepEd Quezon Catanauan Sub-Office, the same guidepoints stipulated in the Division Memorandum No. 590, s. 2021 Re: Soft Opening of DepEd Quezon Sub-Office in Gumaca National High School, Gumaca, Quezon shall be followed.

All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedure.

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

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