



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

April 25, 2021

OFFICE MEMORANDUM
OM No. 020, s. 2021

**ONLINE MEETING ON THE CONDUCT OF THE REVIEW OF SGOD OFFICE FUNCTIONS
AND DECLARED PROCESSES**

To : OIC - Asst. Schools Division Superintendents
SGOD Chief
Quality Management Representative
SGOD Unit/Section Heads

1. With reference to DM-PHROD-2021-0298 and Regional Memorandum dated April 22, 2021, this Office, through the Quality Management Representative, announces the holding of an **Online Meeting on the Conduct of the Review of the SGOD Office Functions and Declared Processes** on April 26, 2021 at 11:00 a.m.- 12:00 noon.
2. All participants to the above mentioned meeting are expected to connect to the virtual room 15 minutes before the meeting begins. The meeting link will be sent in the morning of April 26, 2021 to the SGOD Chief who in turn will forward it to the SGOD Unit/Section heads.
3. To ensure the success of the online meeting, all participants are enjoined to use a laptop or cellphone with stable internet connection.
4. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

qmsjam/04/25/2021

DEPEDQUEZON-TM-SDS-04-010-004



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DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	4/26/2021
By:	Rommel
Ref. no.	DM 020, s. 2021



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Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

**ONLINE MEETING ON THE CONDUCT OF THE REVIEW OF SGOD OFFICE FUNCTIONS
AND DECLARED PROCESSES**
April 26, 2021 / 11:00 a.m.-12:00 noon
Via Google Meet

FLOW OF THE MEETING

- I. Opening Prayer SEPS Regina V. Marino
HRTD
- II. Call to Order and Welcome Message..... Juanito A. Merle
Quality Management Representative
- III. Roll Call of Participants SEPS Paul Clifford Marquez
- IV. Discussion of the Agenda
 - A. Presentation of the Rationale for the Conduct of the Review of SGOD Functions and Declared Processes (C/o SGOD Chief Elizabeth M. de Villa)
 - B. Presentation of the Tasks to be Done by the SGOD Unit/Section Heads and the Timeline for Submission of the Review Outputs
- V. Adjournment of the Meeting
- VI. Closing Prayer..... EPS Mary Joyce Salamat

Facilitator: Juanito A. Merle (QMR)
Time Keeper – Raul R. Juanito A. Merle (QMR)
Gate Keeper – Gloria F. Magtibay (SGOD Clerk)
Scribe – Raul R. Agaran (EPS-SGOD)

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