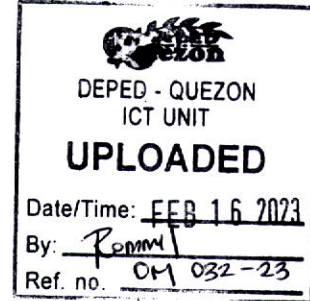




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
OM No. 032, s. 2023

**14 February 2023**

**ASSIGNMENT OF OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
EDWARD D. GARCIA**

**TO:** Assistant Schools Division Superintendents,  
Division Chiefs,  
Section/Unit Heads,  
Public Schools District Supervisors,  
All Others Concerned

This is to inform the Division Office personnel regarding the following assignment of OIC-Assistant Schools Division Superintendent Edward D. Garcia effective February 13, 2023:

- School Governance and Operations Division
- Bids and Awards Committee (BAC) Chairman – Goods
- Program on Awards and Incentives for Service Excellence (PRAISE) Co-Chairman
- Performance Management Team (PMT) Co-Chairman
- Human Resource Merit and Personnel Selection Board (HRMPSB) Chairman – Teaching-Related
- 1st Congressional District Concerns
  - NOSI/NOSA
  - ERF
  - Form 6 and Form 7
  - Travel Orders (including Itinerary and Certificate of Travel Completed – Field)
  - Return Indorsements to field (without action / for compliance)
  - Special Order (Service Credits, Return to Duty, Change of Name)
  - Other Issuances

DEPEDQUEZON-TM-SDS-04-010-005



*“Creating Possibilities, Inspiring Innovations”*

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During transition time, ASDS Herbert Perez and ASDS Gregorio Mueco may assist OIC-ASDS Edward Garcia for one month for him to immerse on registered QMS process of the office.

For information and guidance.

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

osdskoo02/14/2023

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