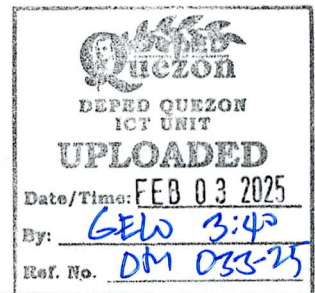




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



31 January 2025

**OFFICE MEMORANDUM**  
OM No. 033, s. 2025

**MEETING OF THE SGOD SECTION/UNIT HEADS**

**To** : OIC-ASDS In-Charge of the SGOD  
SGOD Chief  
All Others Concerned

To provide quality services to the internal and external customers of DepEd Quezon, all Section/Unit Heads are hereby required to attend an online meeting with the SGOD Chief on February 4, 2025 at 9:00 AM. The meeting link will be uploaded in the group chat at about 8:30 AM. The Section/Unit Heads' presence is very important as the SGOD Chief will be discussing the following agenda:

1. SGOD Office Policies and Regulations
2. Processing of Documents and Accomplishment of Customer Satisfaction Survey Form
3. Provision of Online Technical Assistance on School Operations to Public Schools within the Division
4. Submission of QMS Planning Documents, Action Plans, and Accomplishment Reports for 2024, and PPAs Proposals
5. Other Matters

Please ensure 100% attendance and come prepared to discuss any concerns relevant to the section or unit being represented.

Strict compliance is expected.

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

[sgodjam/01/31/2025](#) Click or tap here to enter text.

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