



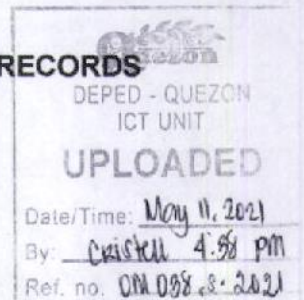
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM
OM No. 098, s. 2021

May 11, 2021

DIVISION ORIENTATION ON INVENTORY OF PUBLIC RECORDS

To: OIC- Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Selected Division Personnel
All Others Concerned



1. This Office through Records Section announces the conduct of **Division Orientation on Inventory of Public Records** on **May 20 and 21, 2021** from **8:00am to 5:00pm** at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City which will be participated by selected Division personnel. Participants will be **divided into two batches** to strictly observe the physical distancing measures. *(Please see Enclosure No. 1)*
2. This activity aims to identify the record holdings of the Division Office and strengthen the administration of public documents and records.
3. To ensure the implementation of **health and safety protocol amid this Covid-19 pandemic**, the conduct of this activity shall comply with the existing *Inter-Agency Task Force-Emerging Infectious Diseases (IATF-EID) Guidelines and Policies*.
4. A Health Officer shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are **over sixty-five years of age**, and those with **immunodeficiency, comorbidity, or other health risks**, and **pregnant women** shall not be required to participate in this activity. In addition, this office also advised those personnel who are taking their maintenance medication to bring their medicine.
5. Further, **all participants are required** to answer the online **Health Declaration Form** prior to the activity proper through this link <https://tinyurl.com/21HealthDeclaration-Trainings>. It is also a **must** to wear facemask and faceshield throughout the duration of the activity.

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





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

6. Travel Order shall be prepared by the Records Section in coordination with the unit/section heads.
7. Training, meal, and travel expenses of all the participants shall be charged against the Division MOOE subject to usual auditing rules and regulations.
8. For the information and guidance of all concerned, immediate dissemination of this memorandum is hereby desired.

EAA

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

recsop05/11/2021

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





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

Enclosure No. 1

**LIST OF PARTICIPANTS
ORIENTATION ON INVENTORY OF PUBLIC RECORDS**

**BATCH 1
MAY 20, 2021 (THURSDAY)
8:00AM TO 5:00PM**

Unit/ Section	Name	Designation	Sex
OSDS	1. Sarah Lynn V. Diala	AO II	F
OASDS	2. Anna Jean Ogerio	AO II	F
Admin	3. Arlene M. Tolentino	AO II	F
Personnel	4. Bryan R. Ladines	AA III	M
Legal	5. Jackqueline D. Nuyda	AA III	F
CID	6. Dessa Marie B. Dalmacion	ADA VI	F
LRMDS	7. Aldren B. Libranda	ADA VI	M
Budget	8. Jeffrey E. Maaño	AA II	M
Accounting	9. Maylene G. Bacus	AA III	F
Cashier	10. Apollo B. Sanguit	AA II	M
Records	11. Epifania L. Dayahan	AA II	F
	12. Roseth M. Flancia	ADA III	F
	13. Aira May C. Perez	AA III	F
	14. Angelo S. Raneses	AA III	M
Supply	15. Michelle D. Pornobi	AA III	F
Health	16. Vincent Laurence B. Habito	ADA VI	M
SGOD	17. Gloria G. Magtibay	AO II	F
ICT	18. Rommel T. Oczon	AA II	M
PAR	19. Leah M. Abejo	AA II	F
TWG	20. Sherelyn Oroyo-Pardilla	Records Officer II	F
	21. Regina V. Marino	SEPS	F
	22. Michelle G. Duma	EPS II	F
	23. Vincent Byron M. Rama	Nurse II	M
Total No. of Male Participants - 8			
Total No. of Female Participants - 15			

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





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

BATCH 2
MAY 21, 2021 (FRIDAY)
8:00AM TO 5:00PM

Unit/ Section	Name	Designation	Sex
OSDS	1. Rena R. Rodil	AA II	F
OASDS	2. Marissa L. Maragay	AAII	F
	3. Marinel I. Obmerga	ADA VI	F
Admin	4. Clark H. Cadiz	ADA	M
EFS	5. Danica May V. Jaranilla	AA III	F
Personnel	6. Resiele G. Coronacion	AA II	F
Legal	7. Floricel R. Lagos	AA III	F
CID	8. Raymond Q. Nieva	ADA VI	M
LRMDS	9. Sedinuelle Y. Aguila	AA II	F
Private	10. Clarissa G. Casana	Private School Secretary	F
Budget	11. Rowena S. Adalim	AA III	F
Accounting	12. Jan Pauline P. Billanes	AA II	F
Records	13. Susan M. Baluyut	ADA IV	F
	14. Amador V. Capinpin	Senior AA I	M
	15. Leovigildo V. Gaela	AA III	M
	16. Marisyll Judee G. Mendoza	AA II	F
Supply	17. Joy M. Sanchez	ADA VI	F
Cash	18. Ler P. De Rosas	Communications Equipment Operator III	F
PAR	19. Alma M. Quiambao	AA III	F
TWG	20. Sherelyn Oroyo-Pardilla	Records Officer II	F
	21. Regina V. Marino	SEPS	F
	22. Michelle G. Duma	EPS II	F
	23. Meybel C. Nantes	Nurse II	F
Total No. of Male Participants - 4			
Total No. of Female Participants - 19			

DEPEDQUEZON-TM-SDS-04-025-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

