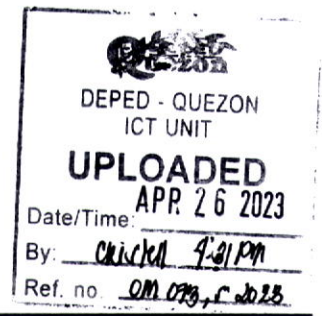




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



25 April 2023

**OFFICE MEMORANDUM**  
**DM No. 073, s. 2023**

**ADDENDUM CORRIGENDUM TO OFFICE MEMORANDUM NO. 064, S. 2023**  
**ENTITLED DIVISION TRAINING ON RECORDS**  
**DISPOSITION ADMINISTRATION (RDA)**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Unit / Section Heads  
 Records Management Improvement Committee Members (RMIC)  
 RMI Sub-Committee Members  
 All Others Concerned

1. In connection with Office Memorandum No.064, s.2023 entitled Division Training on Records Disposition Administration (RDA), this addendum corrigendum is issued to provide the additional participants and correction of other details due to some justifiable reasons to wit:

**Additional Participant:**

**Day 1: April 27, 2023**

Unit/ Section	Name	Designation	Sex Assignment
Accounting	1. Mary Rose L. Gordula	ADAS III	F
Budget	2. Catherine A. Pureza	Budget Officer III	F
<i>Nothing follows...</i>			

**Day 2: April 28, 2023**

Unit/ Section	Name	Designation	Sex Assignment
Accounting	1. Robertson V. Logatoc	ADAS III	M
Budget	2. Catherine A. Pureza	Budget Officer III	F
<i>Nothing follows...</i>			





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

**Correction:**

<b>From</b>	<b>To</b>
<b>Clarissa G. Casana</b> Private School Secretary Female	<b>Jee-Ann O. Borines</b> EPS Female
<b>Rowena S. Adalim</b> Administrative Assistant III Budget Section <i>April 28, 2022</i>	<b>Rowena S. Adalim</b> Administrative Assistant III Budget Section <i>April 27, 2022</i>
<b>Jeffrey E. Maaño</b> Administrative Assistant III Budget Section <i>April 27, 2022</i>	<b>Jeffrey E. Maaño</b> Administrative Assistant III Budget Section <i>April 28, 2022</i>
<b>Epifania L. Dayahan</b> Administrative Assistant II Records Section <i>April 27, 2022</i>	<b>Epifania L. Dayahan</b> Administrative Assistant II Records Section <i>April 28, 2022</i>
<b>Lemuel B. Quitain</b> Administrative Aide IV Records Section <i>April 28, 2022</i>	<b>Lemuel B. Quitain</b> Administrative Aide IV Records Section <i>April 27, 2022</i>
<i>Nothing follows...</i>	

2. Other details stipulated in the previous Memorandum shall remain in effect.
3. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

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

recsop04/25/2023

DEPEDQUEZON-TM-SDS-04-010-005



*"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](http://www.depedquezon.com.ph)