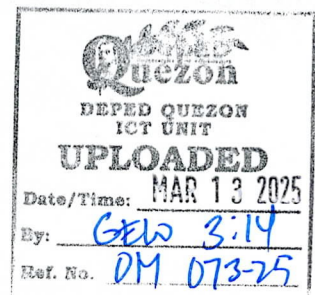




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2025

OFFICE MEMORANDUM
OM No. 073, s. 2025

VIRTUAL SGOD CHIEF'S MEETING WITH SGOD SECTION/UNIT HEADS FOR THE MONTH OF MARCH

To : SGOD Section/Unit Heads
Concerned SGOD Personnel
All Others Concerned

In the interest of efficiency and effective management of the SGOD, a Virtual SGOD Chief's Meeting with all SGOD Section/Unit Heads is scheduled on March 19, 2025 (Wednesday) at 9:00 AM via Google Meet (meet.google.com/dno-fjtd-reg).

The following are the provisional agenda:

1. Finalization of SGOD Organizational Chart
2. Review of Office Memo dated March 5, 2025 titled "SGOD Chief's Instruction on Checking of DTS Status and Processing of Pending Documents in the SGOD Service Sections/Units
3. Sharing of Updates from Performance Management Team
4. Division MANCOM Concerns/Announcements from the SGOD Sections/Units for Consolidation
5. SGOD Calendar of Activities for Calendar Year 2025
6. Creation of a Team to Refine the SGOD Operations Manual
7. Consolidation of SGOD Accomplishments for the First Quarter
8. Issues and Concerns from Each Service Section/Unit that Need Prompt Action/s
9. Other Matters
10. Reminders
 - a. DTR Submission

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- b. Submission of Planning Documents
- c. Filing of Office Documents
- d. Resignation of Engr. Ramir O. Arbolente as Division Engineer III
- e. Monitoring of Fund Utilization, Submission of DTR, PDS, SALN,
- f. Upcoming Activities and Deliverables

All concerned personnel are enjoined to attend and actively participate in the discussion. Kindly ensure the availability of a stable internet connection and prepare reports or updates relevant to your section/unit.

For any concerns or additional agenda items, please coordinate with the SGOD-JO personnel before the date of the meeting.

For your guidance and compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Handwritten initials


sgodchiefjam03/12/2025

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