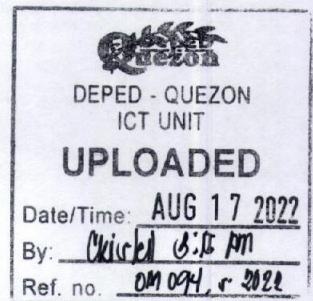




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 August 2022

OFFICE MEMORANDUM
OM No. 094, s. 2022

MONITORING AND EVALUATION OF THE FILING SYSTEM AND INVENTORY OF RECORDS IN THE UNITS AND SECTIONS OF THE DIVISION OFFICE

To : Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Unit and Section Heads
Records Management and Improvement Committee (RMIC)
Records Management and Improvement Sub-Committee (RMI Sub-Committee)
All Other Concerned

In line with the recently conducted annual inventory of records in the Division of Quezon, this Office announces the conduct of monitoring and evaluation of the filing system and inventory of records in each unit/section to be facilitated by the Records Section on the following dates enlisted below. The Records Section's representatives will visit the units/sections to check the physical condition of documents and records. The assigned RMI Sub-Committee member/s of each unit/section is expected to be available on their scheduled date.

SCHEDULE		
Unit/ Section	RMI Sub-Committee Member	Scheduled Date and Time
Admin	1. Arlene M. Tolentino	August 25, 2022 (10:00 to 11:00am)
	2. Clark H. Cadiz	
Personnel	3. Bryan R. Ladines	August 25, 2022 (1:00 to 2:00pm)
	4. Reylan L. Ranillo	
Cash	5. Apollo B. Salanguit	August 26, 2022 (10:00 to 11:00am)
	6. Ler P. De Rosas	
Supply	7. Michelle D. Pornobi	August 26, 2022 (1:00 to 2:00pm)
	8. Joy M. Sanchez	
Legal	9. Jackqueline D. Nuyda	August 30, 2022 (10:00 to 11:00am)
	10. Floricel R. Lagos	
Budget	11. Jeffrey E. Maaño	August 30, 2022 (1:00 to 2:00pm)
	12. Rowena S. Adalim	
Accounting	13. Maylene G. Bacus	August 31, 2022 (10:00 to 11:00am)
	14. Jan Pauline P. Billanes	

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"


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ICT	15. Rommel T. Oczon	August 31,2022 (10:00 to 11:00am)
EFS	16. Danica May V. Jaranilla	September 05,2022 (10:00 to 11:00am)
PAR	17. Leah M. Abejo 18. Alma M. Quiambao	September 05,2022 (1:00 to 2:00pm)
SGOD	19. Gloria G. Magtibay 20. Shara S. Garcia	September 06,2022 (10:00 to 11:00am)
Health	21. Vincent Laurence B. Habito	September 06,2022 (1:00 to 2:00pm)
CID	22. Dessa Marie B. Dalmacion 23. Raymond Q. Nieva	September 07,2022 (10:00 to 11:00am)
LRMDS	24. Aldren B. Libranda 25. Sedinuelle Y. Aguila	September 07,2022 (1:00 to 2:00pm)
Private	26. Clarissa G. Casana	September 08,2022 (10:00 to 11:00am)
OSDS	27. Sarah Lynn V. Diala	September 08,2022 (1:00 to 2:00pm)
OASDS	28. Rena R. Rodil 29. Marissa L. Maragay 30. Marinel I. Obmerga	September 09,2022 (10:00 to 11:00am)

Immediate dissemination of, and compliance with this Memorandum is desired.


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

