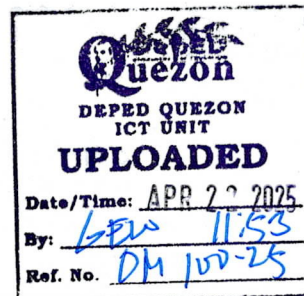




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 April 2025

OFFICE MEMORANDUM

OM No. 100, s. 2025

SCHEDULE OF UPDATING DENTAL RECORDS OF SDO PERSONNEL

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
SDO Personnel
All Others Concerned

This Office, through the School Governance and Operations Division – School Health Section – Dental Unit (SGOD-SHS-Dental Unit), informs all concerned regarding the **Schedule of SDO Personnel Updating of Dental Records.**

Kindly see the schedule below.

Office/Section/Unit	Date
Office of the Schools Division Superintendent	April 28, 2025
Office of the Assistant Schools Division Superintendent	April 29, 2025
Administrative Services Section	April 30, May 2, 2025
General Services Section	May 5, 2025
Supply Section	May 6, 2025
Cash Section	May 7, 2025
Record Section	May 8, 2025
Personnel Section	May 9, 2025
Accounting Section	May 19, 2025
Budget Section	May 20, 2025
ICT Section	May 21, 2025

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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Legal Services Section	May 22, 2025
CID Chief and Staff, Instructional Management Section	May 23, 2025
Education Program Specialist for ALS	May 26, 2025
Learning Resource Development and Management Section	May 27, 2025
SGOD Chief and Staff	May 27, 2025
Education Facilities Section	May 28, 2025
Human Resource Development Section	May 28, 2025
Mobilization and Networking Section	May 28, 2025
Planning and Research Section	May 29, 2025
Monitoring and Evaluation Section	May 29, 2025
School Health Section	May 30, 2025
COA / COS	May 30, 2025

For your guidance and compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod-shs/jmevp/ 16/04/2025

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