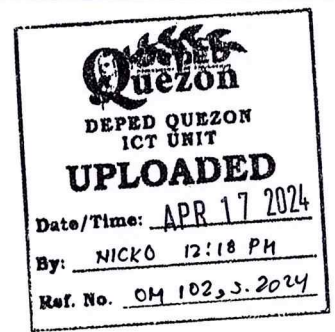




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 102, s. 2024

16 April 2024

**NOTICE OF MEETING FOR DIVISION OFFICE DTS IN CHARGE CUM
ORIENTATION OF THE NEWLY HIRED JOB ORDER EMPLOYEES**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit and Section Heads
Division Office DTS in Charge
All Others Concerned

Please be advised of this activity scheduled on **April 24, 2024**, at **8:30 a.m.** at the Library Hub. The activity will be divided into two parts. Part I will be a meeting for the Division Office DTS in charge, while part II will be an orientation to the newly hired Job Order employees.

Part I Agenda:

1. DTS Account Status
2. Processing of Documents to be delivered to the Regional Office
3. Presentation/Collection of the issues and concerns encountered in utilizing QODTS Version 4.0
4. Presentation/Collection of gentle reminders from the different units/sections
5. Other matters

To streamline the process for items 3 and 4, please access this link <https://tinyurl.com/issues-gentle-reminders> to gather the required data efficiently. Sheet No. 1 is for the issues and concerns encountered in utilizing QODTS Version 4.0, while Sheet No. 2 is for gentle reminders from the different units/sections.

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





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

Part II Agenda:

1. Duties and responsibilities of newly hired JO employees
2. Workplace policies (*Code of Conduct, Attendance and Punctuality, and Confidentiality*)
3. Place of assignment
4. Other matters

Unit/Section heads with newly assigned JO employees are invited to attend the 2nd part of this activity. Please see the list of attendees attached to this Memorandum. 100% attendance is a must.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sop04/16/2024

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



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

ENCLOSURE NO. 1

LIST OF ATTENDEES

Unit/ Section	Name	Sex Assignment
OSDS	1. Floricel R. Lagos	F
OASDS	2. Marinel L. Obmerga	F
	3. Rena R. Rodil	F
	4. Marissa L. Maragay	F
	5. Layla Anna B. Magtangob	F
Admin	6. Richelle P. Villamor	F
Personnel	7. Amador V. Capinpin	M
Records	8. Roseth M. Flancia	F
	9. Aira May C. Perez	F
	10. Marisyll Judee G. Mendoza	F
	11. Epifania L. Dayahan	F
	12. Angelo S. Raneses	M
	13. Lemuel B. Quitain	M
	Cash	14. Connie T. Abulencia
Supply	15. Mernalyn S. Enriquez	F
	16. Ruel L. Driz, Jr	M
Procurement	17. Frederick B. Sanchez	M
Budget	18. Alegria O. Medenilla	F
CID	19. Raymond Q. Nieva	M
	20. Dessa Marie B. Dalmacion	F
LRMDS	21. Ronnjemmele A. Rivera	M
	22. Krisca Anne C. Zaracena	F
Private	23. Cath M. Agleron	F
PAR	24. Bernadeth Placino	F
Accounting	25. Maria Elvira M. Carimpong	F
	26. Hector C. Salivia	M
ICT	27. Cristell Mae Dianne M. Suante	F
	28. Rommel T. Oczon	M
Legal	29. Jackqueline C. Nuyda	F
SGOD	30. Shara S. Garcia	F
Health	31. Vincent Lawrence B. Habito	M
EFS	32. Danica May J. Dela Cruz	F
Planning	33. Jay Signo	M
GSS	34. Edwin P. Formalejo	M
Division/ Unit/ Section with newly assigned JO employees	35. Maria Dolores D. Atienza	
	36. Wennie O. Gaela	F
	37. Sherelyn O. Pardilla	F
	38. George D. Aguila	M

DEPEDQUEZON-TM-SDS-04-025-003



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



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

Unit/ Section	Name	Sex Assignment
	39. Catherine A. Pureza	F
	40. Elizabeth M. De Villa	F
	41. Engr. Ramir O. Arbolente	M
	42. Marbin Jeramil Fragata	M
	43. Juanito A. Merle	M
<i>Nothing Follows</i>		

DEPEDQUEZON-TM-SDS-04-025-003



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