



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

DEPED - QUEZON  
 ICT UNIT  
**UPLOADED**  
 Date/Time: JUL 26 2023  
 By: *Cancel 8:17 AM*  
 Ref. no. *DM 115, s. 2023*

**OFFICE MEMORANDUM**  
 OM No. 115, s. 2023

**21 July 2023**

**REVIEW AND ALIGNMENT OF OFFICE/INDIVIDUAL FUNCTIONS  
 AND RELATED ACTIVITIES**

**To :** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section and Unit Heads  
 PMT Members  
 All others concerned

In line with the implementation of DO 50, s. 2014, DO 2, s. 2015 and DO 9, 2021, this Division will conduct review of functions per office and harmonization of processes.

Per initial review, some of the affected functions/processes are but not limited to Payroll Services, Loans Verification, Private Schools processes, etc.

To facilitate smooth transition of the transfer of functions and related processes, the following activities shall be undertaken including the time table.

<b>Activities</b>	<b>Facilitator</b>	<b>Timeline</b>
Review and identification of functions owned by other Units/Sections/Division including organizational structure (during the conduct of Mid-year Review)	PMT/QMS Team/ Division/ Section Heads	July 20 – 31, 2023
Transition Meeting between the concerned sections and corresponding Section Heads (e.g. Admin/GSS vs Personnel, CID vs SGOD) with Minutes of Meeting	ASDS-in-Charge	August 1 – 8, 2023
Transfer and Revision of Process/es	Concerned Division/Section Heads	August 9 – 25, 2023
Issuance of Memorandum for cascading of the updated process/es	Concerned Division/Section Heads	September 1, 2023
Turnover of staff/s and indorsement of documents	ASDS-in-Charge Concerned	September 4, 2023

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Activities	Facilitator	Timeline
	Division/Section Heads	

Moreover, the transition period must not affect the day to day operations and processing of basic education services.

Strict compliance with this Memorandum is desired.

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

Parmjdf07/21/2023

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