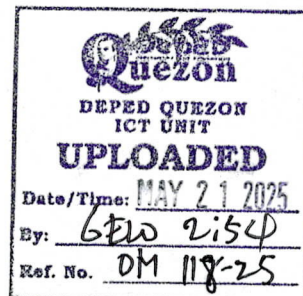




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 May 2025

OFFICE MEMORANDUM
OM No. 118, s. 2025

**SUBMISSION OF THE LIST OF PARTICIPANTS FOR THE UPCOMING ICT AND
COMMUNICATION SKILLS ENHANCEMENT TRAINING FOR SELECTED
SDO NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

In relation to the upcoming ICT and Communication Skills Enhancement for SDO Non-teaching Personnel, all section heads are requested to select the participants/representatives of each section who will attend the said training. A printed copy of the list of participants per section shall be submitted to the SGOD Office through the Human Resource Development Section.

Selected participants of each section shall fill out the pre-registration form through <https://forms.office.com/r/cswADRRh16> on/before May 31, 2025 which will serve as the reference for the preparation of certificates of participation to be given to the attendees after the completion of the training and for recording purposes of the HRD Section. Kindly refer to the enclosure for the numbers allotted for each unit.

Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodhrdlap/05/20/2025

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



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www.depedquezon.com.ph



quezon@deped.gov.ph



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Participants

Unit/Section	Number of participants including Unit Heads
SDS Office	2
ASDS Office	3
ICT	2
Legal	2
Budget	3
Accounting	15
Cashier	4
Procurement	3
Administrative Service	6
GSS	4
Personnel	15
Records	5
Supply	4
CID	19
SGOD	15
Health Section	18
Real Sub Office	2
Gumaca Sub Office	4
Catanauan Sub Office	3
	129

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