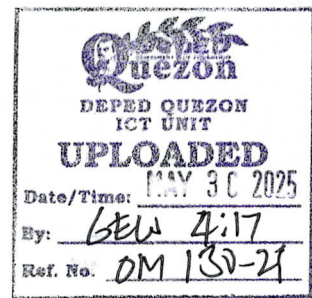




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 May 2025

OFFICE MEMORANDUM
OM No. 130, s. 20__

**VIRTUAL MEETING OF SCHOOL GOVERNANCE AND OPERATIONS DIVISION
(SGOD) SECTION/UNIT HEADS**

To : ASDS In-Charge of the SGOD
SGOD Chief
SGOD Education Program Supervisor
SGOD Section/Unit Heads
All Others Concerned

This Office informs all SGOD Section/Unit Heads that a virtual meeting with the SGOD Chief is scheduled on June 2, 2025 (Monday), at 1:00 PM via Google Meet (meet.google.com/emz-nbbv-snb).

The set of agenda for the meeting is as follows:

1. Introduction of the newly hired Education Program Specialist II for SMN – C/o SGOD Chief
2. Proposed Online Learning and Development for SGOD Personnel: Empowering SGOD Personnel through the Use of Artificial Intelligence – C/o SGOD Chief
3. Preparation of Citizen's Charter based on SGOD registered processes – C/o PO II Marbin Jeramil D. Fragata
4. Practice of System Thinking for Enhanced SGOD Services – C/o SEPS Michelle G. Duma
5. Accomplishment of Performance Monitoring and Coaching Form – C/o SGOD Chief
6. Submission of softcopy of accomplishment reports for quarters 1 and 2 – C/o PO III Marbin Jeramil D. Fragata
7. Regular implementation of the 5S Program, including routine cleaning of the refrigerator – C/o EPS II Mary Joyce S. Montaña

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8. Proposed SGOD Socialization Activity: SGOD Quarterly Birthday Celebration – C/o SEPS Paul Clifford N. Marquez
9. Proposed Search for Model SGOD Personnel of the Quarter – C/o SGOD Chief
10. Other SGOD Concerns – C/o SGOD Chief
 - Systematic filing of office documents, including documents in the desktop/laptop
 - Accomplishment and submission of DTR Form, including the required attachments
 - Proper indorsement of documents for processing
 - Mitigation strategy to expedite the processing of documents when the document owner is on travel
 - Revision of TA-related documents
 - Proper shutting down of all equipment after office hours to save energy and/or to avoid danger of fire
 - Disposal of empty boxes and other things which are no longer needed
 - Submission of QMS templates and forms to the KMT for those who have not yet completed their submission
11. Other Matters

All concerned are enjoined to attend the meeting punctually and come prepared with necessary updates and inputs relevant to their respective sections or units.

For your information and guidance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodchiefiam05/30/2025

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