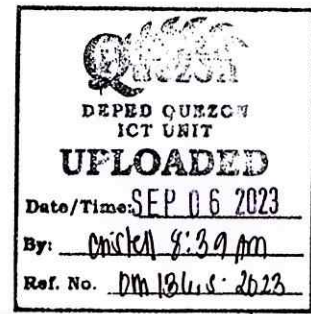




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



29 August 2023

OFFICE MEMORANDUM
 OM No. 136, s. 2023

MONITORING AND EVALUATION OF THE FILING SYSTEM OF THE DIFFERENT UNITS AND SECTIONS OF THE DIVISION OFFICE

To: Assistant Schools Division Superintendent
 Chiefs, CID, and SGOD
 Unit and Section Heads
 Records Management and Improvement Committee (RMIC)
 Records Management and Improvement Sub-Committee (RMI Sub-Committee)
 All Other Concerned

In line with the annual conduct of inventory in the Division, this Office announces the conduct of monitoring and evaluation of the filing system to be facilitated by the Records Section on the following dates enlisted below. The Records Section's representatives will visit the units/sections to check the physical condition of documents and records. The assigned RMI Sub-Committee member/s of each unit/section is expected to be available on their scheduled date.

SCHEDULE		
Unit/ Section	RMI Sub-Committee Member	Scheduled Date and Time
Admin	1. Arlene M. Tolentino	September 11, 2023 (10:00 to 11:00 am)
Personnel	2. Bryan R. Ladines	September 11, 2023 (1:00 to 2:00 pm)
	3. Reylan L. Ranillo	
Cash	4. Apollo B. Salanguit	September 11, 2023 (2:00 to 3:00 pm)
	5. Ler P. De Rosas	
Supply	6. Michelle D. Pornobi	September 12, 2023 (10:00 to 11:00 am)
	7. Honeylyn P. Besas	
Legal	8. Jackqueline D. Nuyda	September 12, 2023 (1:00 to 2:00 pm)
	9. Floricel R. Lagos	
Budget	10. Jeffrey E. Maaño	September 12, 2023 (2:00 to 3:00 pm)
	11. Rowena S. Adalim	
Accounting	12. Mary Rose L. Gordula	September 13, 2023

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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	13.Robertson V. Logatoc	(10:00 to 11:00 am)
Procurement	14.Hilariona E, Coronado	September 13, 2023 (1:00 to 2:00 pm)
ICT	15.Rommel T. Oczon	September 13, 2023 (2:00 to 3:00 pm)
EFS	16.Danica May J. Dela Cruz	September 14, 2023 (10:00 to 11:00 am)
PAR	17.Leah M. Abejo	September 14, 2023 (1:00 to 2:00 pm)
	18.Alma M. Quiambao	
SGOD	19.Shara S. Garcia	September 14, 2023 (2:00 to 3:00 pm)
Health	20.Vincent Laurence B. Habito	September 15, 2023 (10:00 to 11:00 am)
CID	21.Dessa Marie B. Dalmacion	September 15, 2023 (1:00 to 2:00 pm)
	22.Raymond Q. Nieva	
LRMDS	23.Aldren B. Libranda	September 15, 2023 (2:00 to 3:00 pm)
	24.Krisca Anne C. Zaracena	
Private	25.Clarissa G. Casana	September 18, 2023 (10:00 to 11:00 am)
OSDS	26.Sarah Lynn D. Oczon	September 18, 2023 (1:00 to 2:00 pm)
	27.Floricel R. Lagos	
OASDS	28.Rena R. Rodil	September 18, 2023 (2:00 to 3:00 pm)
	29.Marissa L. Maragay	
	30.Marinel I. Obmerga	

Immediate dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

recmjgm08/29//2023

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