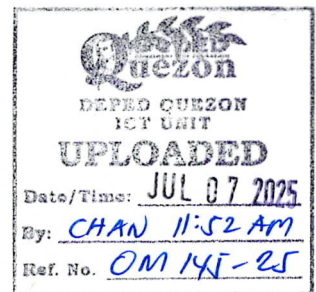




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 July 2025

**OFFICE MEMORANDUM**

OM No. 145, s. 2025

**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 July 7, 2025 (Monday), at 9:00 AM via Google Meet ([meet.google.com/hcv-uwio-vku](https://meet.google.com/hcv-uwio-vku)).

The set of agenda for the meeting is as follows:

1. Introduction of the newly hired Division Engineer III – C/o SGOD Chief
2. Update on the Proposed Online Learning and Development for SGOD Personnel: Empowering SGOD Personnel through the Use of Artificial Intelligence – C/o Ms. Maribeth D. Fragata
3. Update on the Preparation/Submission of Citizen's Charter based on SGOD registered processes – C/o PO II Marbin Jeramil D. Fragata
4. Presentation of the Schedule of SGOD Mid-Year Program/Performance Review and Evaluation - C/o SGOD Chief
5. Update on the Submission of Softcopy of Accomplishment Reports for Quarters 1 and 2 – C/o PO III Marbin Jeramil D. Fragata and SEPS Michelle G. Duma
6. Regular implementation of the 5S Program, including routine cleaning of the refrigerator – C/o EPS II Mary Joyce S. Montaña
7. Update on the Proposed SGOD Socialization Activity: SGOD Quarterly Birthday Celebration – C/o SEPS Paul Clifford N. Marquez and EPS II Carla Jobelle Culajara

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8. Update on the Proposed Search for Model SGOD Personnel of the Quarter – C/o SEPS Regina V. Marino
9. Other SGOD Concerns – C/o SGOD Chief
  - o Update on the Systematic Filing of Office Documents, including Documents in the Desktop/Laptop
  - o Update on the Revision of TA-related Documents
  - o Update on the Submission of QMS Templates and Forms to the KMT (for those who have not yet completed their submission) – C/o Ms. Maribeth D. Fragata
10. 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 

sgodchiefjam07/04/2025

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