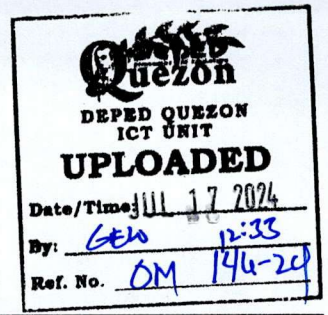




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
**OM No. 02, s. 2024**  
 146

**July 17, 2024**

**SCHEDULE OF DISTRIBUTION OF OFFICE SUPPLIES OF 1<sup>ST</sup> QUARTER FY 2024**

**To : Assistant Schools Division Superintendents**  
**Division Chiefs**  
**Section/ Unit Heads**  
**Division Inventory Committee**  
**All Others Concerned**

This office will manage the distribution of office supplies for Quarter 1 FY 2024. To prevent congestion and ensure smooth operations, we have established a schedule for section representatives to collect their supplies.

Please find below the schedule for the distribution of office supplies for Quarter 1, 2024, which will take place from 8:00 AM to 5:00 PM.

DATE	SECTION(S)/UNIT(S)
JULY 22, 2024	SDS
JULY 23, 2024	ASDS
JULY 24, 2024	SGOD OFFICE/SGOD-YFS/SGOD-SME, /SGOD-SMN/SGOD-HRD/PLANNING AND RESEARCH
JULY 25, 2024	CID
JULY 26, 2024	ADMIN
JULY 29, 2024	ACCOUNTING
JULY 30, 2024	PERSONNEL
JULY 31, 2024	BUDGET
AUGUST 1, 2024	RECORDS
AUGUST 2, 2024	HEALTH
AUGUST 5, 2024	PLANNING
AUGUST 6, 2024	LEGAL
AUGUST 7, 2024	CASH
AUGUST 8, 2024	EFS

DEPEDQUEZON-TM-SDS-04-010-005




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



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

AUGUST 9, 2024	PROCUREMENT
AUGUST 12, 2024	ICT
AUGUST 13, 2024	SUPPLY

For the information and guidance of all concerned.


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


DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)