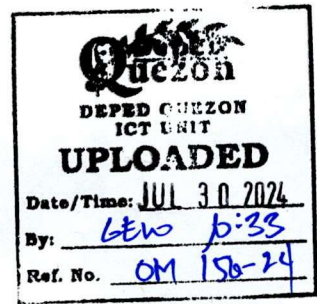




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 July 2024

**OFFICE MEMORANDUM**  
 OM No. 156, s. 2024

**DISTRIBUTION OF RECONDITIONED FIRE EXTINGUISHER  
 IN ALL OFFICES OF SDO-QUEZON**

**TO:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Unit Heads  
 Section Heads  
 Safety Officers  
 All Personnel

In consonance with the **OM 118, s. 2024** on the **Annual Preventive Maintenance of Fire Extinguisher in the Different Offices of SDO-Quezon**, this Office announces the distribution and re-installation of the **ABC Type (RED) 10lbs Fire Extinguisher** in all offices immediately to ensure fire safety in the workplace.

Herewith is the distribution list of ABC Type (RED) 46 unit of 10lbs. and one (1) unit of 20lbs.

Immediate and widest dissemination of this Memorandum is desired.

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

drmapr07/26/2024

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**  
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SCHOOLS DIVISION OF QUEZON PROVINCE

**DISTRIBUTION LIST OF FIRE EXTINGUISHER  
IN OFFICES OF SDO-QUEZON**  
As of July 26,2024

|     | <b>Offices</b>                      | <b>No. of detailed Unit and description of Fire Extinguishers</b> | <b>Person Responsible</b>                               |
|-----|-------------------------------------|---|---|
| 1.  | Security Office                     | 2 unit 10lbs ABC Type<br>1 unit 50lbs HCFC<br>Wheeled Type        | Maria Dolores D. Atienza<br>AO V / Admin.               |
| 2.  | Administrative Office               | 1 unit 10lbs ABC Type   |   |
| 3.  | Legal Section                       | 1 unit 10lbs ABC Type   | Atty. Rexia Maria B. Baldeo<br>Attorney III             |
| 4.  | Budget Section                      | 1 unit 10lbs ABC Type<br>1 unit 10lbs HCFC                        | Catherine A. Pureza<br>AO V / Budget                    |
| 5.  | HR Section                          | 3 unit 10lbs ABC Type   | Wennie O. Gaela<br>AO IV / HR                           |
| 6.  | Procurement Section                 | 1 unit 10lbs ABC Type   | Hilariona E. Coronado<br>AO IV / Procurement            |
| 7.  | Cashier Section                     | 1 unit 10lbs ABC Type<br>1 unit 10lbs HCFC                        | Shiela E. Javen<br>AO IV / Cashier                      |
| 8.  | Accounting Section 2nd Floor        | 2 unit 10lbs ABC Type   | Edmundo R. Marin, Jr.<br>Accountant III                 |
| 9.  | Accounting Section Ground Floor     | 2 unit 10lbs ABC Type   |   |
| 10. | SDS Office                          | 2 unit 10lbs ABC Type   | Floriciel R. Lagos<br>Admin Asst. III                   |
| 11. | ASDS Office                         | 1 unit 10lbs ABC Type   | Marissa L. Maragay<br>Admin. Asst. III                  |
| 12. | School Helth and Nutrition Section  | 1 unit 10lbs ABC Type   | Dra. Marie Antoinette A. Teslona<br>Medical Officer III |
| 13. | ICT                                 | 1 unit 10lbs ABC Type<br>2 unit 10lbs HCFC                        | Wilbert B. Porteza<br>ICT Officer I                     |
| 14. | Planning Section                    | 1 unit 10lbs ABC Type   | Marbin O. Fragata<br>Planning Officer III               |
| 15. | Record Section                      | 1 unit 10lbs ABC Type   | Sherelyn O. Pardilla<br>AO IV / Records                 |
| 16. | Learning Resources                  | 1 unit 10lbs ABC Type   |   |
| 17. | EFS                                 | 1 unit 10lbs ABC Type   | Engr. Ramir Arbolente<br>Engr. III                      |
| 18. | Curriculum and Instruction Division | 2 unit 10lbs ABC Type   | Lorena S. Walangsumbat<br>Chief, CID                    |
| 19. | Supply Section                      | 3 unit 10lbs ABC Type   | George D. Aguila<br>AO IV / Supply                      |

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|     |   |  |   |
|-----|---|--|---|
|     |   | 1 unit 50lbs HCFC<br>Wheeled Type          |   |
| 20. | COA   | 1 unit 10lbs ABC Type<br>1 unit 10lbs HCFC | George D. Aguila<br>AO IV / Supply        |
| 21. | School Governance and<br>Operation Division | 2 unit 10lbs ABC Type<br>1 unit 10lbs HCFC | Arvin P. Repaso<br>PDO II / DRRM          |
| 22. | DRRM Unit                                   | 1 unit 20lbs ABC Type                      |   |
| 23. | Catanauan Sub-Office                        | 6 unit 10lbs ABC Type                      |   |
| 24. | Gumaca Sub-Office                           | 5 unit 10lbs ABC Type                      | Maria Dolores D. Atienza<br>AO V / Admin. |
| 25. | Real Sub-Office                             | 5 unit 10lbs ABC Type                      |   |

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