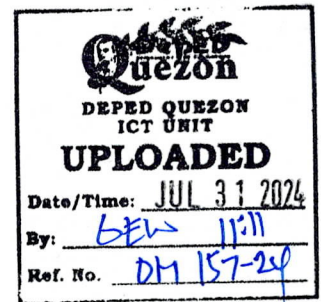




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2024

OFFICE MEMORANDUM
 OM No. 197, s. 2024

TURNOVER OF TABLETS FOR CLIENT FEEDBACK PER OFFICE

To: Assistant Schools Division Superintendents
 Division Chiefs/Section Heads
 Risk Management Team
 All Others Concerned

With the aim of improving client satisfaction and ensuring a faster feedback mechanism, this Office will be providing tablets to each office. In this connection, please be reminded of the following guidelines and procedures which must be strictly observed:

General Usage:

- Official Use Only:** These tablets are for official use (Client Satisfaction Measurement Survey) only and must not be used for any other purposes, including personal business transactions.
- Office Use Only:** The tablets must remain in the office at all times. Bringing them home is strictly prohibited.
- Battery Maintenance:** Charge the tablet only when the battery is low.
- Accessibility and Security:** Ensure the tablet is secured every day and placed in an area accessible to clients with the assistance and close supervision by the personnel-in-charge.
- Reporting Issues:** Report any damage or loss of the tablet immediately to the SDO Supply and ICT.
- Responsibility/Accountability:** The office to which the tablet is issued is fully responsible for its proper use and security.

Strict compliance with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Pmtmjdf07/17/2024

DEPEDQUEZON-TM-SDS-04-010-005



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LIST OF RECIPIENT OFFICE OF TABLETS FOR CLIENT SATISFACTION SURVEY

Conforme:

Recipient Section/Unit/Office/Building	Section Heads/ Representative	Signature
OSDS – Administrative/ GSS Section	Maria Dolores D. Atienza	
OSDS – Personnel Section	Wennie O. Gaela	
OSDS – Cash Section	Shiela E. Javen	
OSDS – Procurement Section	Hilariona E. Coronado	
OSDS – Supply Section	George D. Aguila	
OSDS – Records Section	Sherelyn O. Pardilla	
OSDS – Budget Section	Catherine A. Pureza	
OSDS – Accounting Section	Edmundo R. Marin Jr.	
OSDS – ICT Section	Wilbert A. Porteza	
OSDS – Legal Section	Rexcia Maria B. Baldeo	
Office of the ASDS	Marissa A. Maragay	
Office of the SDS	Therese O. Pardo	
CID – IMS	Lorena S. Walangsumbat	
CID – Library Hub/ LRMSD/	Ronnjommel A. Rivera	
SGOD – Main Building	Raul A. Agaran	
SGOD – School Health Section	Marie Antoinette A. Tesalona	
SGOD – Education Facilities Section	Ramir O. Arbolente	
SGOD – Planning and Research Section	Marbin Jeramil D. Fragata	

**The representative is based on the originating plantilla of the office concerned.*

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