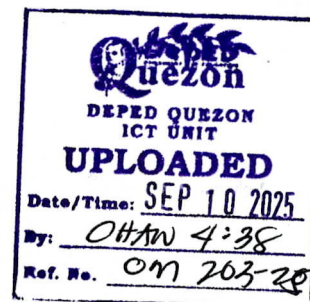




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 203, s. 2025

02 September 2025

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

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Records Management Improvement Committee
RMI – Sub Committee Members
All Others Concerned

In line with the annual conduct of inventory in the Division, this Office announces the monitoring and evaluation of the filing system to be facilitated by the Records Section on the dates indicated below. Representatives from the Records Section shall visit the concerned units/sections to assess the physical condition of documents and records. Accordingly, the designated RMI Sub-Committee member/s of each unit/section are expected to be present and available on their respective scheduled dates, to wit:

| Unit/ Section | Name | Scheduled Date and Time |
|--------------------------------|------------------------------------|--|
| Administrative Services | 1. Layla Anna B. Magtangob | September 15, 2025 (10:00 am to 11:00 am) |
| Personnel | 2. Lemuel B. Quitain | September 15, 2025 (1:00 pm to 2:00 pm) |
| | 3. Armella J. Aleman | |
| Cash | 4. Apollo B. Salanguit | September 15, 2025 (2:00 pm to 3:00 pm) |
| | 5. Ler P. De Rosas | |
| Supply | 6. Michelle P. De Mesa | September 16, 2025 (10:00 am to 11:00 am) |
| | 7. Ruel L. Driz, Jr. | |
| Procurement | 8. Ethel Rose E. Bele | September 16, 2025 (1:00 pm to 2:00 pm) |
| Accounting | 9. Clark H. Cadiz | September 16, 2025 (2:00 pm to 3:00 pm) |
| | 10. John Mhar Aguilar | |
| Budget | 11. Maria Rafaela Miguella Jimenez | September 17, 2025 (10:00 am to 11:00 am) |
| ICT | 12. Mark Nico F. Quindoza | September 17, 2025 (1:00 pm to 2:00 pm) |

DEPEDQUEZON-TM-SDS-04-010-005



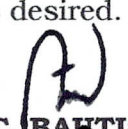
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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| Unit/ Section | Name | Scheduled Date and Time |
|---------------|-------------------------------|--|
| Legal | 13.Jacqueline D. Nuyda | September 17, 2025 (2:00 pm to 3:00 pm) |
| CID | 14.Dessa Marie B. Dalmacion | September 18, 2025 |
| | 15.Raymond Q. Nieva | (10:00 am to 11:00 am) |
| LRMDS | 16.Aldren B. Libranda | September 18, 2025 |
| | 17.Sielo Maureen S. Deveza | (1:00 pm to 2:00 pm) |
| SGOD | 18.Jessica C. Mendoza | September 18, 2025 (2:00 pm to 3:00 pm) |
| Health | 19.Vincent Laurence B. Habito | September 22, 2025 |
| | 20.Maria Rosario C. Camilon | (10:00 am to 11:00 am) |
| EFS | 21.Amy T. Misa | September 22, 2025 (1:00 pm to 2:00 pm) |
| PAR | 22.Leah M. Abejo | September 22, 2025 |
| | 23.Alma M. Quiambao | (2:00 pm to 3:00 pm) |
| OSDS | 24.Therese O. Pardo | September 23, 2025 |
| | 25.Resielle G. Coronacion | (10:00 am to 11:00 am) |
| OASDS | 26.Rena R. Rodil | September 23, 2025 |
| | 27.Marissa L. Maragay | (1:00 pm to 2:00 pm) |
| | 28.Marinel I. Obmerga | |

Immediate dissemination and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

recsatma09/02/2025

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