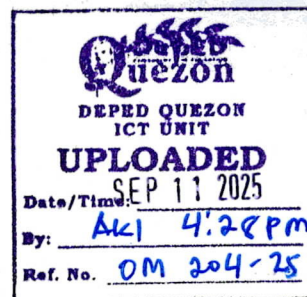




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

OFFICE MEMORANDUM

OM No. 204, s. 2025

WORK-FROM-HOME (WFH) MODALITY FOR THE SGOD PERSONNEL

To: Assistant Schools Division Superintendents
Division Chiefs
SGOD Operating Unit Heads
All Others Concerned

In view of the ongoing repair and maintenance works within the SGOD Office premises, affected SGOD personnel are hereby directed to render **Work-from-Home (WFH)** modality on Monday, **September 15, 2025**.

Contract of Service (COS) and Job Order (JO) personnel are advised to inform the SGOD Chief of the specific nature of work they will perform during the said WFH arrangement to ensure proper monitoring and documentation of outputs.

Normal office operations shall resume on Tuesday, **September 16, 2025**.

For your guidance and compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SGORRA/09/10/2025

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
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SCHOOLS DIVISION OF QUEZON PROVINCE

Sept 11, 2025

Dr. Rommel C. Bautista, CESO V

Schools Division Superintendent

DepEd Quezon Division

Dear Dr. Bautista,

I am writing to respectfully request for a Work from Home (WFH) arrangement for the affected SGOD personnel on Monday, September 15, 2025. As you may be aware, the scheduled installation of a Fire Exit in our office will involve drilling and construction work that may generate significant noise and dust.

Given the anticipated disruption, some of our personnel have expressed concerns about their productivity and safety while working in the office during this period. In consideration of their well-being and to minimize distractions, we humbly request approval for a temporary WFH arrangement for Monday.

This arrangement will enable us to maintain our work efficiency while ensuring the safety and comfort of our personnel during the construction.

Thank you for considering our request. We appreciate your understanding and support in this matter.

Respectfully yours,


Dr. Juanito A. Merle
SGOD Chief

*attached
this is the
memo!*
(7)

DEPEDQUEZON-TM-SDS-04-025-003



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 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph