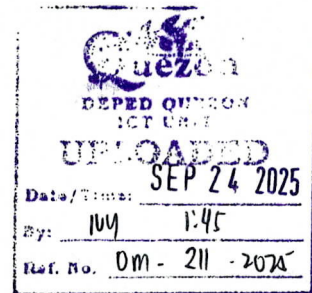




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 September 2025

OFFICE MEMORANDUM

OM No. 211, s. 2025

**CONSTITUTION OF THE DIVISION EXECUTIVE COMMITTEE (DEXECOM)
SECRETARIAT**

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

Pursuant to **Executive Order No. 605, s. 2007, "Institutionalizing the Structure, Mechanism, and Standards to Implement the Government Quality Management Program (GQMP)"**, this Office informs all concerned of the designation of the following Division personnel as members of the Division Executive Committee Secretariat.

Designation	Name	Position
Team Leader	Therese O. Pardo	Administrative Assistant II
Members	Resiele G. Coronacion	Administrative Assistant III
	Marinel I. Obmerga	Administrative Aide VI
	Carleen D. Aguila	Legal Assistant II
	Akimi Therese M. Asano	Project Development Officer I
	Cristell Mae Diane M. Suante	Administrative Assistant II
	Mark Nicko F. Quindoza	Administrative Aide VI

The members of the DEXECOM shall support the work of the Division Executive Committee (DEC) composed of the Schools Division Superintendent, Assistant Schools Division Superintendents, Chief of the Functional Divisions, Section Heads, and Unit Heads, ensuring effective coordination and communication. In line with this, the DEXECOM Secretariat shall carry out the following activities:

- Prepare and disseminate memorandum, agenda, program, and other relevant materials prior to ManCom;
- Provide technical and administrative assistance to the DEC;
- Prepare minutes of the meeting and other relevant reports;

DEPEDQUEZON-TM-SDS-04-010-005



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



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- d. Serve as communication link between the DEC and other units;
- e. Track, consolidate, and monitor compliance with action items; and
- f. Maintain an organized file of all DEXECOM documents.

For information of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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