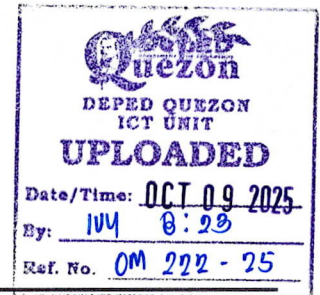




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



8 October 2025

**OFFICE MEMORANDUM**  
**OM No. 222, s. 2025**

**CONDUCT OF VIRTUAL SGOD SECTION/UNIT HEADS' MEETING**

**To:** Assistant Schools Division Superintendent  
SGOD Section/Unit Heads  
SGOD Personnel  
All Others Concerned

In the interest of service and to ensure the efficient management and coordination of SGOD programs, projects, and activities, a Virtual SGOD Section/Unit Heads' Meeting shall be conducted on October 10, 2025 (Friday) from 9:00 AM to 11:30 AM via Google Meet.

The meeting aims to discuss operational updates, review deliverables, and align ongoing initiatives with division and regional priorities.

The set of provisional agenda is as follows:

1. Presentation of Approved SGOD Organizational Chart
2. Submission of Adjusted Planning Documents and Accomplished Performance and Coaching Monitoring Form
3. Submission of Permit to Teach or its Equivalent for Office File
4. Review of COS/JO Tasks
5. Engagement as Members of PMT in RO-Sponsored Trainings
6. Monitoring of Fund Utilization Status
7. Protocol in Providing Technical Assistance, Conducting Monitoring and Evaluation/School Inspection
8. RO Recommendations Concerning the Provision of Technical Assistance to Schools

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9. Follow-Up Actions on Recommendations for Enhanced Canteen Operation
10. Monitoring of SGOD Field Personnel and Their Program Implementation
11. Other Matters

All SGOD personnel are enjoined to attend the meeting punctually and be prepared to present updates, reports, and pertinent documents related to their assigned programs or responsibilities.

The Google Meet link shall be shared through the official SGOD group chat prior to the scheduled meeting.

For guidance and compliance.

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

*Sgodchieffam 10/08/2025*

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