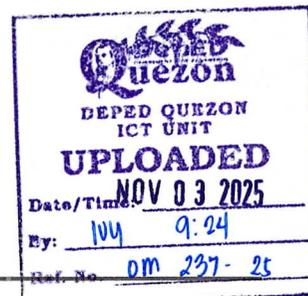




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2025

**OFFICE MEMORANDUM**  
 OM No. 237, s. 2025

**ASSIGNMENT OF ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS**

- To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section/ Unit Heads  
 Public Schhols District Supervisors  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

This is to inform the SDO personnel and schools/ districts of the assigned section/unit and areas of the Assistant Schools Division Superintendents effective November 03, 2025 to wit:

<b>ASDS / OIC- Office of the ASDS</b>	<b>ASSIGNMENT</b>
<p><b>Roselyn Q. Golfo PhD</b>            Assistant Schools Division Superintendent</p>	<ul style="list-style-type: none"> <li>➤ Office of the Schools Division Superintendents (OSDS)</li> <li>➤ -Admin, Personnel, Records, Supply, Procurement, Cash, Accounting, Budget, Legal, and ICT Section</li> <li>➤ Human Resource Management Personnel Selection Board ( HRMPSB) Chairman</li> <li>➤ Bids and Awards Committee (BAC) Vice- Chairman</li> <li>➤ Performance Management Team (PMT) Co- Chairman</li> <li>➤ Program on Awards and Incentives for Service Excellence (PRAISE) Co-Chairman</li> <li>➤ Program To Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Co-Chairman</li> <li>➤ 4th Congressional District               <ul style="list-style-type: none"> <li>- NOSI/ NOSA</li> <li>- ERF</li> <li>- Form 6 and Form 7</li> </ul> </li> </ul>

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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	<ul style="list-style-type: none"> <li>- Travel Orders (including Itinerary and Certificate of Travel Completed-Field)</li> <li>- Return indorsements to field (without action or for compliance)</li> <li>- Special Order (Service Credits, Return to Duty, Change of Name)</li> <li>- Other Issuances</li> </ul>
<p><b>Aris S. Barrago PhD</b>          Principal IV          OIC- Office of the Assistant Schools Division Superintendent</p>	<ul style="list-style-type: none"> <li>➤ Schools Governance and Operations Division (SGOD)</li> <li>➤ Performance Management Team (PMT) Chairman</li> <li>➤ Program on Awards and Incentives for Service Excellence (PRAISE) Co-Chairman</li> <li>➤ Program To Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Co-Chairman</li> <li>➤ Bids and Awards Committee (BAC) Member</li> <li>➤ Quality Management System ( QMS)</li> <li>➤ In charge of Legal matters</li> <li>➤ 3rd Congressional District             <ul style="list-style-type: none"> <li>- NOSI / NOSA</li> <li>- ERF</li> <li>- Form 6 and Form 7</li> </ul> </li> <li>➤ Travel Orders (including Itinerary and Certificate of Travel Completed-Field)</li> <li>➤ Return indorsements to field (without action or for compliance)</li> <li>➤ Special Order (Service Credits, Return to Duty, Change of Name)</li> <li>➤ Other Issuances</li> </ul>
<p><b>Lorena S. WalangsumbatEdD</b>          Chief Education Supervisor          OIC- Office of the Assistant Schools Division Superintendent</p>	<ul style="list-style-type: none"> <li>➤ Curriculum Implementation Division (CID)</li> <li>➤ Bids and Awards Committee ( BAC) Chairman</li> <li>➤ Performance Management Team (PMT) Member</li> <li>➤ Program on Awards and Incentives for Service Excellence (PRAISE) Co-Chairman</li> <li>➤ Program To Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Co-Chairman</li> <li>➤ Special Education Fund concerns (SEF)</li> <li>➤ 1st and 2nd Congressional Districts             <ul style="list-style-type: none"> <li>-NOSI / NOSA</li> <li>- ERF</li> <li>- Form 6 and Form 7</li> </ul> </li> <li>➤ Travel Orders (including Itinerary and Certificate of Travel Completed-Field)</li> </ul>

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For your information and guidance.

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

Osdslsw11/03/2025

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