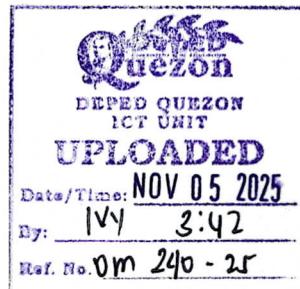




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 November 2025

OFFICE MEMORANDUM

OM No. 240, 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 November 10, 2025 (Monday) 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 Updated Approved SGOD Organizational Chart and Updated SGOD Calendar of Activities for November and December 2025-C/o Ms. Maribeth D. Fragata
2. Update on the Submission of Adjusted Planning Documents and Accomplished Performance and Coaching Monitoring Form – C/o SGOD Office Secretary 3.
3. Update on the Submission of Permit to Teach or its Equivalent for Office File – C/o SGOD Office Secretary.
4. Raters for the IPCRF of the SGOD Personnel – C/o SGOD Chief
5. Updates on Fund Utilization – C/o SEPS – SMME
6. Protocol in Providing Technical Assistance, Conducting Monitoring and Evaluation/School Inspection – C/o SGOD – EPS
7. Actions Taken/Plan on RO Recommendations Concerning the Provision of Technical Assistance to Schools – C/o SGOD – EPS
8. Progress Report on Monitoring of SGOD Field Personnel and Their Program Implementation – Dr. Marie Antoinette A. Tesalona
9. Performance Review and Evaluation (Year-End Appraisal) - C/o SGOD Chief
10. Proposed Division Personnel Christmas Party – C/o SME
11. Leave of Absence in December 2025
12. Other Matters

All SGOD Service/Unit Heads, QMS – JO, and Office Secretary are enjoined to attend the meeting punctually and be prepared to present their assignment/s as indicated in the set of agenda.

DEPEDQUEZON-TM-SDS-04-010-005



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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

sgod/jam/11/05/2025

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