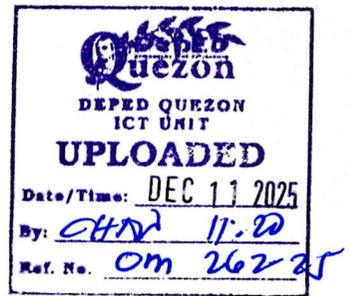




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 262, s. 2025

12 December 2025

**STRENGTHENING THE BACKBONE: ADMINISTRATIVE SERVICES UNIT (ASU)
 YEAR-END PERFORMANCE REVIEW**

To: Assistant Schools Division Superintendents
 Administrative Services Section Heads
 Administrative Services Personnel
 All Others Concerned

In line with this Office's commitment to uphold accountability, efficiency, and continuous improvement in public service, the Administrative Services Unit (ASU) will conduct an activity entitled **"Strengthening the Backbone: Administrative Services Unit (ASU) Year-End Performance Review."**

This activity aims to provide a collaborative, participatory platform for ASU personnel to reflect on their accomplishments, discuss operational challenges, and share insights into best practices.

Details of Activity:

Date: December 12, 2025

Venue: Library Hub

Participants: Administrative Services Section Heads and Personnel

Time and Schedule:

Section with Personnel	Time
1. Administrative Services with GSS	8:00-10:00 am
2. Procurement & Cash	10:00-12:00nn
3. Personnel	1:00-3:00 pm
4. Records & Supply	3:00-5:00pm
<i>Nothing follows</i>	

Your 100% attendance is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

recsop04/29/2025

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