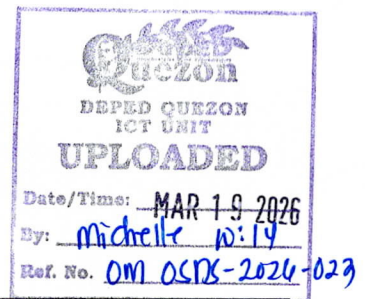




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
**OSDS-2026- 023**

**18 March 2026**

**EMAIL FOCAL PERSONS OF THE SCHOOLS DIVISION OFFICE FOR CY 2026**

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

In line with strengthening communication and ensuring timely responses to clients and stakeholders, this Office hereby communicates the **designated Email Focal Persons of each Section/Unit for Calendar Year 2026.**

The Email Focal Persons shall be responsible for the **daily monitoring and handling of official email communications, ensuring that all incoming emails are properly attended** to, recorded, and referred to the personnel concerned for appropriate action.

The list of designated Email Focal Persons is attached to this Memorandum for reference and guidance of all concerned.

This initiative supports the provisions of **Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)**, which mandates prompt and efficient delivery of government services.

All concerned are hereby enjoined to coordinate with their respective Email Focal Persons to ensure efficient and responsive communication.

For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

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

recsop03/18/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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 Region IV-A  
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**DESIGNATED EMAIL FOCAL PERSONS FOR CY 2026**

**Office of the Schools Division Superintendent**

Unit/Section	Official Email Address	Name	Position	Alternate Personnel
Division of Quezon	quezon@deped.gov.ph	Michelle P. De Mesa	ADAS III	Ma. Ivy O. Maghirang
SDS Office	sdo.quezon.sds@deped.gov.ph	Resiele G. Coronacion	ADAS III	Harthlaine R. Ilustre
ASDS Office	sdo.quezon.asds@deped.gov.ph	Alexandria C. Diaz	ADA VI	Marissa L. Maragay
Legal	sdo.quezon.legal@deped.gov.ph	Jackqueline D. Nuyda	ADAS III	Jia Anjela S. Seno
ICT	sdo.quezon.ict@deped.gov.ph	Mark Nicko F. Quindoza	ADAS VI	Wilbert B. Porteza
Accounting	sdo.quezon.finance@deped.gov.ph	Angelica H. Malabunga	ADAS III	Psalms Alfred L. Abarra
Budget	sdo.quezon.budget@deped.gov.ph	Catherine A. Pureza	AO V/Budget Officer III	Alegria O. Medenilla
Administrative Office	sdo.quezon.adm@deped.gov.ph	Neil Joseph G. Vendiola	ADA VI	Layla Anna B. Magtangob
Cash	sdo.quezon.cashier@deped.gov.ph	Cristell Mae Dianne M. Suante	ADAS II	Apollo B. Salanguit
Personnel	sdo.quezon.personnel@deped.gov.ph	Cindy P. Perez	ADAS III	Riza O. Mendoza
Supply	sdo.quezon.supply@deped.gov.ph	Aira May C. Perez	ADAS III	Ruel L. Driz Jr.
Records	sdo.quezon.records@deped.gov.ph	Michelle P. De Mesa	ADAS III	Ma. Ivy O. Maghirang
Procurement	sdo.quezon.procurement@deped.gov.ph	Hilariona E. Coronado	AO IV	Ethel Rose E. Bele

**Curriculum Implementation Division**

Unit/Section	Official Email Address	Name	Position	Alternate Personnel
CID	sdo.quezon.cid@deped.gov.ph	Dessa Marie D. Gandia	ADAS III	Raymond Q. Nieva
LRMDC	sdo.quezon.lrmdc@deped.gov.ph	Sielo Maureen S. Deveza	ADA VI	Joe Angelo L. Basco
Library Hub	sdo.quezon.libraryhub@deped.gov.ph	Clarissa G. Casaña	ADA VI	Ronnjemmele A. Rivera

**School Governance Operations Division**

Unit/Section	Official Email Address	Name	Position	Alternate Personnel
SGOD	sdo.quezon.sgod@deped.gov.ph	Jessica C. Mendoza	ADAS II	Jemaica V. Alvarez
Planning	sdo.quezon.planning@deped.gov.ph	Vanessa Barrera	ADA VI	Jomari M. Tan
EFS	sdo.quezon.efs@deped.gov.ph	Robin B. Reynoso	TA IV	Jozza G. Ayala
School Health	sdo.quezon.shns@deped.gov.ph	Ma. Teresita M. Abella	Nurse II/OIC	Paullyn Daim Train

**Sub-Offices**

Sub-Office	Official Email Address	Name	Position	Alternate Personnel
Gumaca	sog@deped.gov.ph	Honeylee V. Ronquillo	ADAS III	Clarazel S. Luna
Catanuan	soc@deped.gov.ph	Queency D. Natividad	COS	April Rose Sanchez
Real	sor@deped.gov.ph	Guierson S. Garcia	ADA IV	N/A

\*\*\*Nothing follows\*\*\*

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