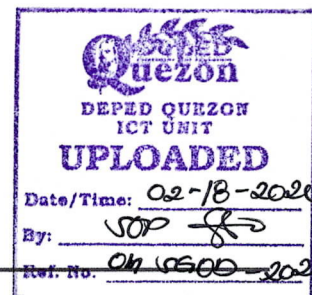




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



18 February 2026

OFFICE MEMORANDUM
 SGOD-2026- 011

CONDUCT OF THE 2ND SGOD SERVICE UNIT / SECTION HEADS' MEETING

To: ASDS In-Charge of the SGOD
 SGOD Chief
 All SGOD Service Unit / Section Heads

In line with the continuing efforts to strengthen coordination, planning, and performance management within the Division, please be informed that the **2ND SGOD SERVICE UNIT / SECTION HEADS' MEETING** will be conducted with the following details:

- **Date:** February 18, 2026
- **Time:** 3:00 PM
- **Mode:** Online Meeting

The **meeting link will be uploaded in the SGOD group chat prior to the scheduled start of the meeting.**

The **provisional agenda** are as follows:

Provisional Agenda	Person Responsible
o Status Report on the Submission of the Processed Designation Papers and Planning Documents such as IPCRF (with rating for 2025 and without rating for 2026), SWOT Matrix, Opportunity Registry, Risk Registry, List of Relevant Interested Parties, Action Plan for 2026, and Updated 201 Office File	SGOD Secretary and SGOD-JO
2. Status Report on the Submission of PowerPoint Presentations used during the Year-End Program Implementation Review and Performance Evaluation, including the Accomplished Performance Monitoring and Coaching Form	SGOD Secretary and SGOD-JO

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3. Status Report on the Submission of Activity Proposals for CY 2026	SGOD Section/Unit Heads
4. Final Review/Adjustment of the SGOD Calendar of Activities for CY 2026	SGOD Chief
5. Presentation of Guidelines on the Conduct of Monitoring and Evaluation	SMME-SEPS
6. Status Report on Division Guidelines on the Provision of Technical Assistance	SGOD-EPS
7. National Women's Month Celebration	SGOD-EPS
8. Section/Unit Goal Setting with the SGOD Chief	SGOD-Chief
9. Submission of Section/Unit Concerns for Dissemination During the Division MANCOM	SGOD-EPS
10. Other Matters	SGOD Chief

As announced during the **1st SGOD SERVICE UNIT / SECTION HEADS' MEETING**, our meeting facilitator is **Dr. Raul R. Agaran, SGOD-EPS**.

The LFS Lead who is also the QMS Secretariat Lead will serve as the recorder.

All concerned are enjoined to attend and to come prepared with the necessary documents and updates relevant to the agenda items.

For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/jcm/2/18/2026

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