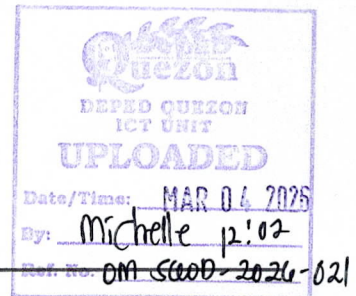




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 March 2026

OFFICE MEMORANDUM
 SGOD-2026- 021

DESIGNATION OF OFFICER-IN-CHARGE FOR DIVISION ENGINEER

To : All EFS Personnel
 All SGOD Personnel
 All Others Concerned

In light of the paternity leave of Engr. Daniel Jr. I. Hutamares, Division Engineer, from March 6 to March 13, 2026, **Engr. Sharmaine G. Cortas, Technical Assistant IV**, is hereby designated as Officer-in-Charge, Education Facilities Section (EFS) during the said date.

She is authorized to sign all urgent and routine communications, excluding financial matters. She is likewise directed to promptly report any critical concerns requiring immediate decisions to the Division Engineer, as appropriate.

For information and guidance.

AJ
ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

sgoefs03/02/26
 DEPEDQUEZON-TM-SDS-04-010-005



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