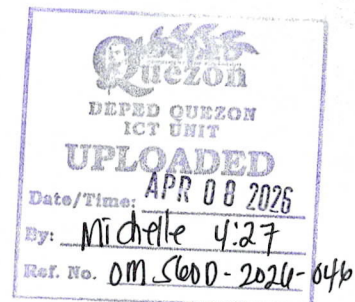




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



08 March 2026

OFFICE MEMORANDUM

SGOD-2026- 046

CONDUCT OF THE 3RD 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 **3RD SGOD SERVICE UNIT / SECTION HEADS' MEETING** will be conducted with the following details:

- **Date:** April 10, 2026
- **Time:** 9:00 AM
- **Mode:** Blended 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
1. Submission to the SGOD Secretary of the Accomplished Performance Monitoring and Coaching Form for Quarter 1	SGOD Section/Unit Heads
2. Distribution of SGOD Calendar of Activities for the Months of April and May 2026	SGOD-Secretary
3. Status Report on Division Guidelines on the Provision of Technical Assistance	SGOD-EPS
4. Status Report on SGOD Section/Unit Goal Setting with the SGOD Chief	SGOD-Chief
5. Inspection of 201 Files of SGOD Personnel (Note: This concerns the 201 Files Kept at the SGOD Respective Service Units/Sections)	ASDS In-Charge of the SGOD/ SGOD Chief

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6. Update on SGOD Personnel with Part-Time Job/s (with permit from the SDS)	SGOD Secretary
7. Other Matters Reminders <ul style="list-style-type: none">○ Checking of the Validity of PRC-Issued License/s○ Preparation of PPT for PIRPA set on April 16-17, 2026○ Conduct of Orientation/Reorientation (e.g. Division Monitoring Teams, Division Teams for Provision of TA, Schools Division Research Team, Division PRAISE Committee, etc.)○ Consolidation of Personnel Needs Based on IPCRF/OPCRF○ Completion of KMT-Required Documents○ Submission of Schedule of Monitoring of Schools and PPAs for Q2○ Clarification on Official Business vs. Official Time○ Practice of Courtesy Call to PSDSs During Field Works○ Presentation of PPAs to the SGOD Chief Before the Triangulation○ Use of Registered Templates for Monitoring and Provision of TA○ Collection of Data on Clients' Feedback○ Inspection of Individual Performance Monitoring Tool○ SGOD Section Responsible for Keeping Reports on School-Managed Canteens, including Monthly Financial Report○ Release and Use of Clothing Allowance○ Reminders on Energy Conservation and Segregation of Wastes○ Keeping of Reports on Tree Planting○ Provision of Activity/Training Matrix or Program Invitation to the SGOD Chief Prior to the Implementation of the PPAs	SGOD Chief

As announced during the 2nd **SGOD SERVICE UNIT / SECTION HEADS' MEETING**, our meeting facilitator is **Dr. Regina V. Marino, SEPS-HRDS**.

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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/4/08/2026

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