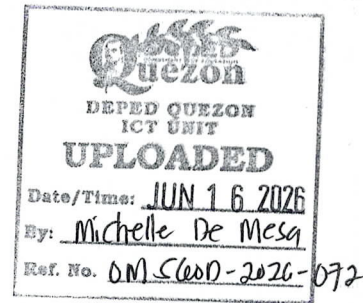




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 June 2026

**OFFICE MEMORANDUM**  
 SGOD-2026- 072

**CONDUCT OF THE 5<sup>TH</sup> 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 **5<sup>TH</sup> SGOD SERVICE UNIT / SECTION HEADS' MEETING** will be conducted with the following details:

- **Date:** June 17, 2026
- **Time:** 2:00 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:

<b>Provisional Agenda</b>	<b>Person Responsible</b>
1. Updates from the SGOD Secretary on the Status of Documents Submission as Agreed During the Previous Meetings	SGOD Secretary
2. Presentation of the Updates from the SGOD Section/Unit Heads	SGOD-EPS
3. Presentation of Sample Innovation for Work Simplification	SMME-SEPS
4. Updates on QMS – Related Activities and Reminders from the SGOD Chief Reminders: <ul style="list-style-type: none"> <li>• Preparation of IQA Readiness Assessment</li> <li>• Preparation for PIRPA</li> </ul>	SGOD Chief



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- Monitoring of Release of Payment to the SGOD Service Providers for Quarter 2
- Processing of Documents for the Implementation of the PPAs for Quarter 3
- Submission of Three-Term Calendar Aligned PPAs to the SGOD Secretary
- Submission of Permit to Teach/Permit to Practice Profession Outside of DepEd Official Time/ Permit to Study
- Implementation of Project GAWAD KABALIKAT (Katuwang sa Agaran at Buong Aksyong Lapat sa Inobasyon, Kaunlaran at Alay Serbisyong Tunay)
- Implementation of the Regional Memo No. 247 s. 2026, titled "STRICT PROHIBITION ON GIVING GIFTS DURING MONITORING ACTIVITIES AND ALL DEPED EVENTS"

As announced during the **4<sup>th</sup> SGOD SERVICE UNIT / SECTION HEADS' MEETING**, our meeting facilitator is **SEPS Michelle G. Duma**.

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 

jcm/06/16/2026