



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents,  
CID/SGOD Chief,  
Education Program Supervisors,  
Public Schools District Supervisors,  
School Heads, OICs/TIC,  
Section Heads,  
All Others Concerned

**FROM:**  **CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

**SUBJECT:** Assignment of Assistant Schools Division Superintendents

**DATE :** June 3, 2020

This is to inform the Division Personnel regarding the assignment of Assistant Schools Division Superintendents (ASDSs), to wit

ASDSs	Assignment
Gregorio A. Co, Jr.	<ul style="list-style-type: none"> <li>➤ School Governance &amp; Operation Division (SGOD), ICT Unit</li> <li>➤ Program on Awards &amp; Incentives for Service Excellence (PRAISE) Co-Chair</li> <li>➤ Performance Management Team (PMT) Co-Chairman</li> <li>➤ 1<sup>st</sup> Congressional District:               <ul style="list-style-type: none"> <li>- NOSI/NOSA</li> <li>- Form 6 and Form 7</li> <li>- Travel Authority</li> <li>- Other Issuances</li> </ul> </li> </ul>
Elias A. Alicaya, Jr.	<ul style="list-style-type: none"> <li>➤ Curriculum Implementation Division (CID)</li> <li>➤ Personnel Selection Board (PSB) Chairman</li> <li>➤ Bids and Awards Committee (BAC) Chairman</li> <li>➤ Program on Awards &amp; Incentives for Service Excellence (PRAISE) Co-Chair</li> <li>➤ Performance Management Team (PMT) Co-Chairman</li> <li>➤ 4<sup>th</sup> Congressional District:               <ul style="list-style-type: none"> <li>- NOSI/NOSA</li> <li>- Form 6 and Form 7</li> <li>- Travel Order</li> <li>- Other Issuances</li> </ul> </li> </ul>
Herbert D. Perez	<ul style="list-style-type: none"> <li>➤ Admin/Supply /Records/Budget/Accounting /Legal Sections</li> <li>➤ Legal – Chairman</li> <li>➤ Program on Awards &amp; Incentives for Service Excellence (PRAISE) Co-Chair</li> <li>➤ Performance Management Team (PMT) Co-Chairman</li> <li>➤ 2<sup>nd</sup> and 3<sup>rd</sup> Congressional District:               <ul style="list-style-type: none"> <li>- ERF/PAL</li> <li>- NOSI/NOSA</li> <li>- Form 6 and Form 7</li> <li>- Travel Order</li> <li>- Other Issuances</li> </ul> </li> </ul>

For your information and guidance.

DEPEDQUEZON-TM-SDS-04-013-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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ICT UNIT  
UPLOADED

Date/Time: JUNE 8, 2020  
By: Cristell 12:03 P.M.  
Ref. No.: UM 110, s. 2020





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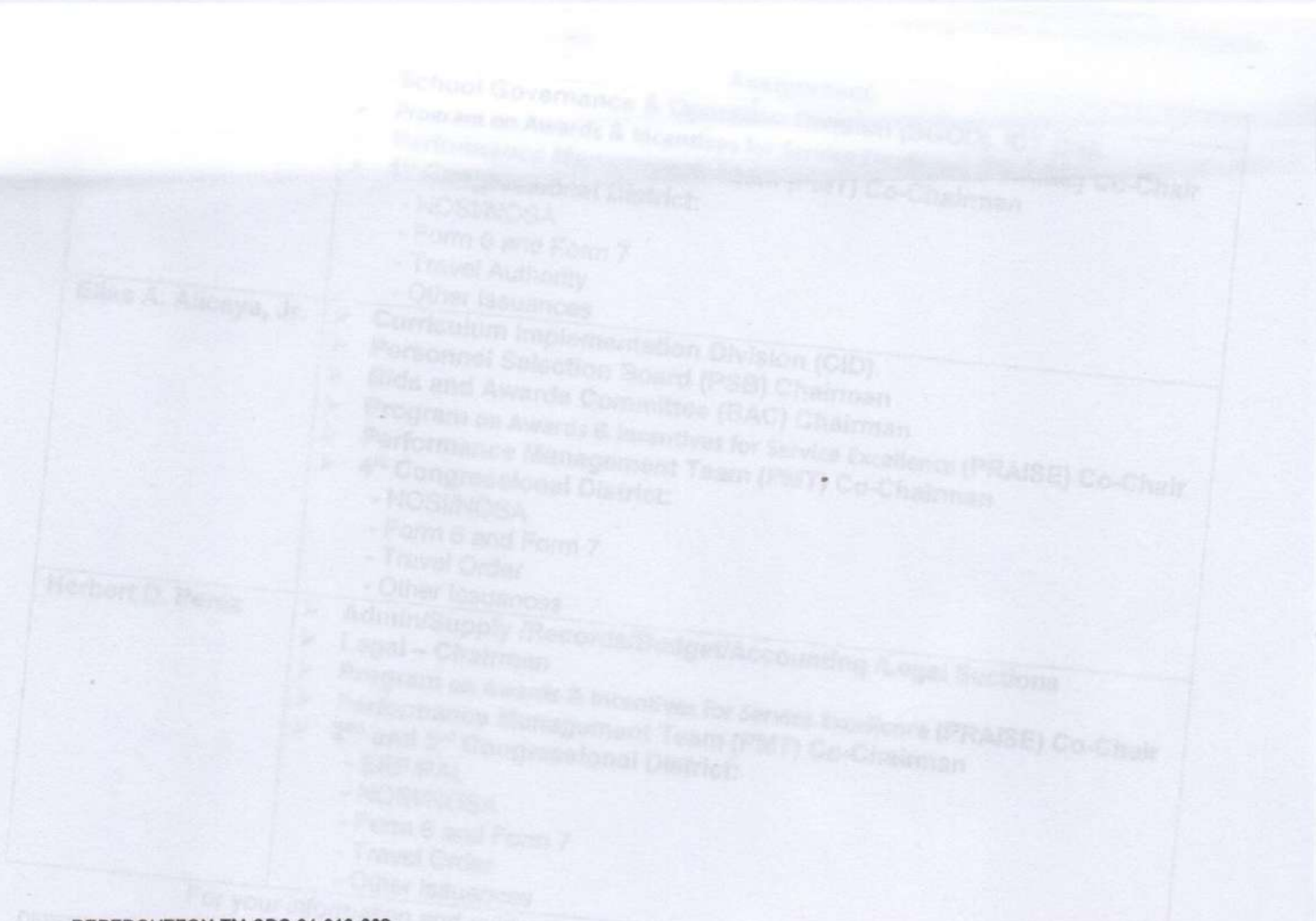
## Reference:

MC. 1, s. 2019 – Revised Guidelines on the Search for Outstanding Government Workers for 2019 and Years thereafter (PRAISE).

MC 3, s. 2012 – PRIME-HRM

DCM Joint Circular No. 1, s. 2020 – Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Due to Length of Service (NOSI and NOSA).

MC 13, s. 2007 – Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave, CSC Memorandum Circular Nos. 41 and 14, s. 1998 and 1999, Respectively (Form 6)



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