



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

UNNUMBERED MEMORANDUM

TO: OIC-Assistant Schools Division Superintendents,
 Curriculum Implementation Division Chief,
 School Governance and Operations Division Chief,
 Education Program Supervisors,
 Public Schools District Supervisors,
 School Heads, Section Heads, All Concerned

FROM: ELIAS A. ALICAYA, JR. EdD
 OIC-Schools Division Superintendent

SUBJECT: Assignment of OIC-Assistant Schools Division Superintendents

DATE : September 2, 2020

This is to inform the Division Personnel regarding the assignment of OIC- Assistant Schools Division Superintendents (OIC-ASDSs) effective September 2, 2020, to wit;

OIC-ASDSs	Assignment
Gregorio A. Co, Jr.	<ul style="list-style-type: none"> ➤ School Governance & Operation Division (SGOD) ➤ Bids and Awards Committee (BAC) Chairman ➤ Program on Awards & Incentives for Service Excellence (PRAISE) Co-Chairman ➤ Performance Management Team (PMT) Co-Chairman ➤ 1st Congressional District Concerns; <ul style="list-style-type: none"> - NOSI/NOSA - ERF - Form 6 and Form 7 - Travel Orders (including Itinerary and Cert. of travel Completed-Field) - Return Indorsements to field (without action/ for compliance) - Special Order (Service Credits, RTD, Change of Name) - Other Issuances
Gregorio T. Mueco	<ul style="list-style-type: none"> ➤ Curriculum Implementation Division (CID) ➤ Personnel Selection Board (PSB) Chairman - Teaching & Related Teaching Positions ➤ Program on Awards & Incentives for Service Excellence (PRAISE) Co-Chairman ➤ Performance Management Team (PMT) Co-Chairman

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 U P L O A D E D
 Date/Time: SEPT 2, 2020
 By: Cristell 2:20 PM
 Ref. No.: UM 169, s. 2020





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	<ul style="list-style-type: none">➤ 4th Congressional District Concerns;<ul style="list-style-type: none">- NOSI/NOSA- ERF- Form 6 and Form 7- Travel Orders (including Itinerary and Cert.of travel Completed-Field)- Return Indorsements to field (without action/ for compliance)- Special Order (Service Credits, RTD, Change of Name)- Other Issuances
Herbert D. Perez	<ul style="list-style-type: none">➤ Schools Division Office (SDO) Admin/Personnel/Supply/Records/Budget/Accounting/Cash/ICT and Legal Unit➤ Personnel Selection Board (PSB) Chairman - Non-Teaching Positions (Level 1&2)➤ Program on Awards & Incentives for Service Excellence (PRAISE) Co-Chairman➤ Performance Management Team (PMT) Co-Chairman➤ 2nd and 3rd Congressional District Concerns;<ul style="list-style-type: none">- NOSI/NOSA- Form 6 and Form 7- ERF- Travel Orders (including Itinerary and Cert.of travel Completed-Field)- Return Indorsements to field (without action/ for compliance)- Special Order (Service Credits, RTD, Change of Name)- Other Issuances

For information and guidance.

SDSsvd09/02/2020

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