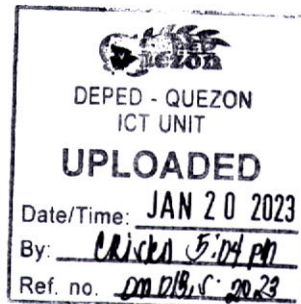




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 January 2023

**OFFICE MEMORANDUM**

**OM No. D/3, s. 2023**

**NOTICE OF ONLINE MEETING WITH AO-II IN-CHARGE FROM SDO QUEZON  
SUB-OFFICES FOR ADMINISTRATIVE PAYROLL SERVICES**

To: Assistant Schools Division Superintendents  
Administrative Officer V  
Administrative Officer IV/ HRMO II  
Administrative Officer II from DepEd Sub-Offices  
All Others Concerned

With the goal of continually improving SDO Quezon's Administrative Payroll function in preparation for One DepEd, One National Quality Management System, this office will conduct an online collaborative meeting with Administrative Officer II in-charge from DepEd Quezon Sub-offices on January 24, 2023, 9:00 AM via Zoom.

**Meeting Link:**

<https://us06web.zoom.us/j/82313631018?pwd=R1VwSE9GdS8yeTk5NGs5RDdKZkVVQT09>

Hereunder are the topics to be discussed in the meeting:

- a) New Process for GSIS Updating
- b) NOSI Process and Practices
- c) Administrative Section Process Flow Improvement

Attached herewith is the list of participants.

Admvd01/18/2023

DEPEDQUEZON-TM-SDS-04-010-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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Dissemination of this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR., EdD**

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

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**LIST OF PARTICIPANTS**  
**January 24, 2023**

<b>No.</b>	<b>Name of Participant</b>	<b>Position</b>
1.	HERBERT D. PEREZ	Assistant Schools Division Superintendent
2.	MARIA DOLORES D. ATIENZA	Administrative Officer V
3.	WENNIE O. GAELA	Administrative Officer IV
4.	IRISH B. CUETO	Administrative Officer II
5.	PAUL HARVEY M. MARTINEZ	Administrative Officer II
6.	CHRISTINE R. CABANGON	Administrative Officer II
7.	IRISH Q. PEREZ	Administrative Officer II
8.	RUEL A. SUNGDUAN	Administrative Officer II
9.	SUZZETTE C. AVELLANEDA	Administrative Officer II
10.	EDSEL P. PALMERO	Administrative Officer II
11.	VINCE ANGELO L. DEDACE	Administrative Officer II
12.	NORVIC C. VILLANIA	Administrative Officer II
13.	ARLENE M. TOLENTINO	Administrative Officer II
14.	JAY I. DATINGGALING	Administrative Assistant III
15.	ELEANOR V. ROMULO	Administrative Assistant III
16.	CHRISTINE A. ALVISO	Administrative Assistant III
17.	MADONNA R. EVANGELISTA	Administrative Assistant II
18.	YANA DENESE G. ABCEDE	Administrative Assistant II

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