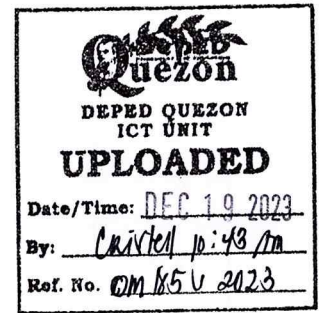




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 December 2023

OFFICE MEMORANDUM
OM No. 185, s. 2023

**PROCESSING OF MANUAL ACTIVITY REQUEST AND AUTHORITY TO CONDUCT
FOR PROGRAM IMPLEMENTATION IN THE DIVISION**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Section/Unit Heads
Division PMIS Core Members
Division Program Owners
All Others Concerned

With reference to DepEd Order No. 011, s. 2021 (Guidelines on the Operationalization of the Program Management Information System), Division Operating Units are advised that all requests about the **processing of control numbers for manual Activity Request (AR) and Authority to Conduct (ATC)** for program implementation in the Division shall be processed by and coordinated directly to the **Senior Education Program Specialist (SEPS) for School Management Monitoring and Evaluation (SMME)**.

Immediate dissemination of and compliance with this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd12/18/2023

DEPEDQUEZON-TM-SDS-04-010-005



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