



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY

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**REGIONAL MEMORANDUM**  
 QMO-2021-011

To: Schools Division Superintendent  
 Cagayan

Attention: **MARLENE B. DELOS SANTOS**  
 Education Program Supervisor

From: **BENJAMIN D. PARAGAS, PhD, CESO V**  
 Director IV  
 Regional Director *amb*

Date: April 26, 2021

Subject: **RECOMMENDATION AS A MEMBER OF THE TECHNICAL WORKING GROUP (TWG) TO FINALIZE THE RO AND SDO OFFICE FUNCTIONS**

1. This office recommends Ms. Marlene B. Delos Santos, Education Program Supervisor of School Governance and Operations Division (SGOD) to be one of the members of the National TWG to finalize the RO and SDO Office Functions.
2. Some of the tasks of the TWG are as follows:
  - a. To endorse the final office functions and declared processes to the Regional Directors and Superintendents for vetting and approval; and
  - b. To assist in the finalization of the declared processes for the RO and SDO.
3. With her experience as the Lead Auditor of the Schools Division of Cagayan, mastery of the International Standard for Quality Management, and high quality inputs given in different harmonization activities, this office gives its trust and confidence to Ms. Delos Santos that she can fulfill excellently her duties and responsibilities as a National TWG member.
4. Instructions from the Central Office shall be given to the members of the National TWG through DepEd Memorandums.
5. For information and guidance.

RECEIVED  
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 REGIONAL OFFICE NO. II



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