



December 12, 2018

DIVISION MEMORANDUM

No. 366, s. 2018

**CORRIGENDUM/ADDENDUM TO THE DIVISION MEMORANDUM
NO. 366, s.2018 TITLED PHILIPPINE QUALITY AWARDS
APPLICATION WRITESHOP (SESSION I)**

TO: Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary/ Secondary School Heads
Division Office Personnel
All Concerned

1. This is in connection to the Division Memorandum No.366, s2018 titled "Philippine Quality Awards Application Writeshop (Session I)."
2. Please be informed that the said writeshop will be moved from December 19-21, 2018 to January 16-18, 2019 due to concurrent events. The venue will be at Hotel Monticello Tagaytay, Kaybagal South, Tagaytay City, Cavite.
3. In line with this, all Division Personnel are prohibited to go on official business for the first two weeks of January 2019 for the preparation of all data and reports needed as inputs to the PQA writeshop. For most urgent and significant call for attendance in regional or national events, representatives of equal competence shall be sent in behalf of the Division personnel. Otherwise, a justification letter addressed to the Schools Division Superintendent must be submitted. The deadline for submission for the requested data and reports is on January 11, 2019.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent