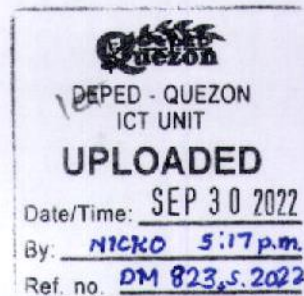




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 September 2022

DIVISION MEMORANDUM
DM No. 823, s. 2022

**NOTICE OF MEETING OF TECHNICAL WORKING GROUP OF
DIVISION INVENTORY COMMITTEE**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District and School Property Custodian
All Administrative Officer II
Division Inventory Committee
All Others Concerned

1. In connection with DM 815, s. 2022, this Office informs the members of Technical Working Group of 2nd Congressional District to attend the meeting and orientation on September 30, 2022 at 10:00 am at ICT Office, Division Office, Talipan namely:

Marbin Jeramil D. Fragata, Planning Officer
Paul Clifford N. Marquez, SEPS – SGOD SOCMONET
Engr. Sharmaine Cortas – Education Facilities Section
Norvic C. Villania, AO II – Admin Section
Vince Angelo L. Dedace, AO II - Admin Section
Gloria F. Magtibay, AO II – SGOD
Lorena G. Abdon, ADAS III – Accounting Section
Claudine Gayle G. Almendras, AO II – Sariaya
Ivy Dianne G. Pornobi, AO II - Pagbilao
Annabelle C. Bacon, AO II – San Antonio
Estrella T. Caril, AO II – Candelaria East
Ma. Christine Joyce N. Dudas, AO II – Candelaria West
Christine A. Bihis, AO II – Tiaong I
Lilibeth L. Castellano, AO II – Tiaong II
Vina Marie Adriano, AO II – Tiaong I
Marren A. Brucal, AO II - Dolores
Viviana Q. Alipio, ADAS II, Bignay NHS, Sariaya

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2. The members of the Technical Working Group of REINA-POGI Area, 3rd and 4th Congressional Districts will have their meeting and orientation before the actual Physical Inventory Taking at the respective Sub-Offices on October 5, 2022 at 10:00 am at the Conference Room.
3. All Administrative Officers II will join the meeting on October 5, 2022 in the Sub-Offices to subdivide the grouping of schools and discuss the different roles in the conduct of inventory taking.
4. Travel and other incidental expenses relative thereto shall be charged against School/Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Supmcsr09/27/2022

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