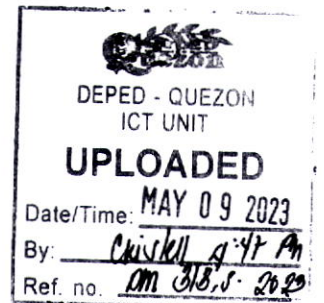




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 May 2023

DIVISION MEMORANDUM
DM No. 313, s. 2023

NOTICE OF MEETING OF ELEMENTARY ADMINISTRATIVE OFFICERS II

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

1. This Office announces the conduct of meeting on Human Resource Management, Supply Management and Financial Management of **ALL** Elementary Administrative Officer II on May 12, 2023 at 9:00 a.m. onwards via Zoom **Meeting ID: 885 6623 0966, Passcode: 123456.**

The agenda of the Meeting are as follows:

- a. Updates on Personnel Administration
 - b. Property Custodianship (Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office, Regional Office, LGU and Division Office).
 - c. General Administrative Support
 - d. Financial Management
2. All Elementary Administrative Officer II are requested to connect to the link 30 minutes before the meeting proper and register following this format: **Full Name_School_Congressional District.**

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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
Website: www.depedquezon.com.ph



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

3. The participants are expected to observe online protocols in the entire duration of the activity.

4. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Supmcsr05/05/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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
Website: www.depedquezon.com.ph