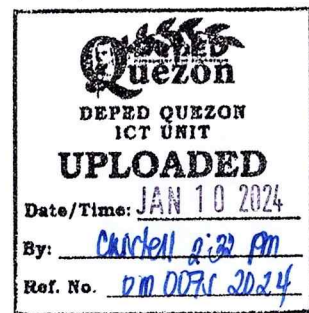




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 January 2024

OFFICE MEMORANDUM
OM No. 007, s. 2024

**NOTICE OF MEETING FOR JOB ORDERS, UTILITY PERSONNEL
AND GENERAL SERVICES STAFF**


To: DepEd Quezon Job Orders
Utility Personnel
General Services Staff

There will be a Meeting of Job Orders on **January 11, 2024 Thursday, 9:00 A.M.** at the Admin Section Office, DepEd Division of Quezon Brgy. Talipan Pagbilao, Quezon.

Topics of the meeting are as follows:

- A. Duties and Responsibilities as per KRA
- B. Monitoring Tool (Daily and Monthly)
- C. New Assignment
- D. 5S
- E. Issues and concerns

Attendance is a must. For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

labm01/08/2024

DEPEDQUEZON-QMC-QMR-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321