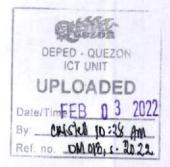


Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 February 2022

OFFICE MEMORANDUM OM No. <u>0 1</u>%, s. 2022

NOTICE OF THE MEETING

To

General Services Staff and JO's

All Others Concerned

This office informs the General Services Section and JO's to attend the Monthly meeting on February 3, 2022 at 11am, in the Library Hub.

The agenda of the meeting are as follows:

- 1. Process of General Services
- 2. Contract of Job Orders
- 3. Duties and Responsibilities
- 4. Other Issues and Concerns

Also, please be advised to strictly follow and observe the IATF guideline on safety protocols.

Attendance is a must. For strict compliance.

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ELIAS A. ALICAYA, JR. EdD

Assistant Schools Division Superintendent

Officer- In- Charge

Office of the Schools Division Superintendent

ADMamt02/02/2022

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