



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

DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: FEB 03 2022
By: CRISTINA JO:38 AM
Ref. no. DM 018, s. 2022

02 February 2022

OFFICE MEMORANDUM
OM No. 018, 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.

7 Please include removing of vines in supply fence.

caa

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

ADMamt02/02/2022

DEPEDQUEZON-TM-SDS-04-010-005



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