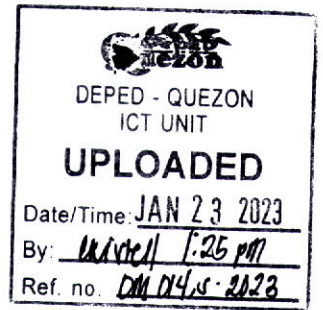




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2023

OFFICE MEMORANDUM
OM No. 014, s. 2023

NOTICE OF MEETING WITH PERSONNEL SECTION

**TO: Assistant Schools Division Superintendents,
Human Resource Management Officer II,
Personnel Section staff,
Quality Management Representative,
All Others Concerned**

Please be advised to attend the meeting on **January 23, 2023 (Monday)** at **2:00 p.m.** at the **SDS Office, Schools Division Office-Pagbilao, Quezon.**

Attendees to the meeting are the Assistant Schools Division Superintendents, Human Resource Management Officer II, Personnel Section Staff, and the Quality Management Representative.

The agenda of the meeting are as follows:

- A. Personnel Section transactions/processes
- B. Other Matters

All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedures.

Attendance is a must. For strict compliance.

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

OSDSkoo01/23/2023

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