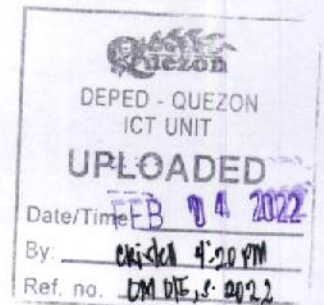




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 015, s. 2022

04 February 2022

NOTICE OF MEETING

To : SDO Pagbilao Records Personnel
All Others Concerned

This Office informs all the above concerned to attend the Monthly Meeting conducted by Administrative Office on February 07, 2022 (Monday) in the Library Hub. Exact time will be announced an hour prior to the meeting proper.

The agenda of the meeting are as follows:

1. Records Section's Action Plan
2. Technical Assistance to Records Personnel at Sub-Offices
3. Coaching and Mentoring
4. Other Issues and Concerns

All the attendees are advised to strictly follow and observe the IATF guidelines on safety protocol. 100% attendance is a must.

For dissemination and strict compliance.

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

sop02/04/22

DEPEDQUEZON-TM-SDS-04-010-005



"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@depd.gov.ph
Website: www.depedquezon.com.ph