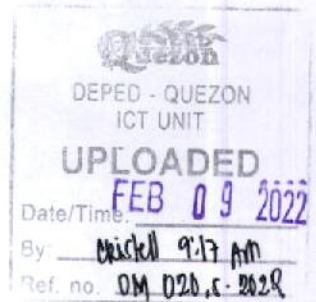




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



08 February, 2022

**OFFICE MEMORANDUM**  
OM No. 020, s. 2022

**NOTICE OF MEETING**

To: OIC-Assistant Schools Division Superintendents  
SDO Quezon Personnel Section  
All Other Concerned

This office informs all the above concerned to attend the Monthly Meeting conducted by the Administrative Office on February 14, 2022 at (10:00 AM) in the library hub:

The agenda of the meeting are as follows:

1. Personnel Section's Action Plan.
2. Technical Assistance to Personnel Section at Sub-Offices.
3. Reconciliation of Plantilla and Budget Plan.
4. Coaching and Mentoring.
5. Other issues and concerns.

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

For dissemination and strict compliance.

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

perrr2/8/2022  
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