



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

OFFICE MEMORANDUM
OM No. 023, s. 2021

April 21, 2021

**TOP MANAGEMENT MEETING IN PREPARATION FOR THE QMS MEETING
NEXT WEEK IN GEN. NAKAR, QUEZON**

**TO: OIC-Assistant Schools Division Superintendents,
Curriculum Implementation Division Chief,
School Governance and Operations Division Chief,
Section/Unit Heads, All Others Concerned**

1. In reference to the the above subject, please be advised to attend the meeting on **Friday, April 23, 2021 at 1:30 p.m. via Zoom with User ID: 939 7492 8826 and PW: 12345.**
2. The agenda of the meeting are as follows:
 - a. Program of Activities;
 - b. Preparation of Processes in Sub-Offices; and
 - c. Other Concerns
3. All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedures.
4. 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

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