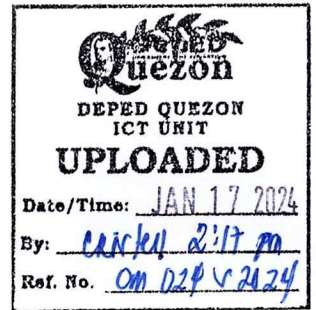




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 January 2024

OFFICE MEMORANDUM
 OM No. 024, s. 2024

NOTICE OF MEETING FOR ALL STAFF UNDER THE ADMINISTRATIVE UNIT AND ADMINISTRATIVE OFFICER II DETAILED IN DIVISION OFFICE

- To:** Administrative Staffs
 Personnel Staffs
 Cash Staffs
 Supply Staffs
 Records Staffs
 Procurement Staffs
 GSS
 Administrative Officer II
 All Others Concerned

In preparation for the conduct of Individual Performance Commitment Review (IPCRF), this Office advises all staff of different sections under the Administrative Unit to attend a meeting on January 16 and January 17, 2024.

Below is the schedule of the sections under the Administrative Unit.

NO.	Office/Section	Date/Time
January 16, 2024		
1	Personnel Section	9:30am – 11:30am
2	Cash Section	1:30pm - 2:30pm
3	Procurement Section	2:30pm – 3:00pm
4	Records Section	3:00pm – 3:30pm
5	Supply Section	3:30pm – 4:00pm
6	Admin and GSS Section	4:00pm – 5:00pm
January 17, 2024		
7	Administrative Officer II	10:00am – 11:00am

DEPEDQUEZON-QMC-QMR-04-010-005



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The agenda of the meeting and schedule are as follows:

- Coaching and Mentoring of Performance Review for 2023
- Accomplishments for 2023
- Other related issues and concerns

Attendees to the meeting are reminded to strictly observe health and safety guidelines.

Attendance is a must.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


Admam01/16/2024

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