



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

April 26, 2021

OFFICE MEMORANDUM
OM No. 027, s. 2021

**MEETING OF PERSONNEL SECTION FOR FINALIZATION OF
TRANSACTIONS/PROCESSES TO BE DELIGATED TO SUB-OFFICES OF DEPED
DIVISION OF QUEZON**

**To: Personnel Section Head
All Personnel Section Staffs**

1. Please be advised to attend the meeting on April 26, 2021, Monday, 10:30 A.M at Personnel Section Office.
2. The objective of this meeting is to finalize the different processes of Personnel Section that will be deligated to Sub-offices of DepEd Division of Quezon.
3. The attendees are advised to strictly follow existing health and safety protocols.
4. Expenses relative to the said meeting are chargeable against local fund subject to usual accounting and auditing procedures.
5. 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

PERgr04/26/21

DEPEDQUEZON-TM-SDS-04-009-003



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DEPED QUEZON REGISTRATION NUMBER QACR03/0216
UPLOADED
Date/Time: 4/26/2021
By: Romml
Ref. no. OM 027, s. 2021