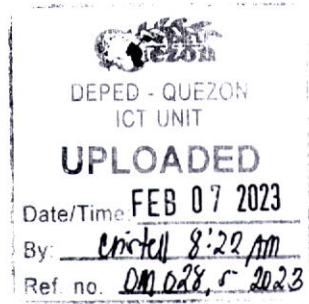




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**06 February 2023**

**OFFICE MEMORANDUM**  
OM No. 028, s. 2023

**NOTICE OF MEETING FOR PREPARATION OF  
BUDGET PROPOSALS FOR FY 2024**

**TO :** Assistant Schools Division Superintendents  
**EDMUNDO R. MARIN JR. – Accountant III**  
**CATHERINE A. PUREZA – AO V/Budget Officer III**  
**MARIA DOLORES D. ATIENZA – AO V**  
**MARBIN JERAMIL D. FRAGATA – Planning Officer III**  
**WENNIE O. GAELA – HRMO II**  
**All Other Personnel Concerned**

In line with the preparation of Budget Proposals for FY 2024, this office invites you to a short meeting on February 13, 2023 at 9:00 in the morning at SDO Library Hub.

The attendees of this meeting are the Heads of the Accounting, Administrative, Budget, Planning and Personnel Sections with their respective Administrative Assistants.

The agendum of the meeting are as follows:

- a. Data needed for the preparation of FY 2024 Budget Proposals
- b. Target Date of Compliance
- c. Other Matters

Immediate dissemination of this Office Memorandum is desired.

FOR:

**ELIAS A. ALICAYA JR., EdD.**  
OIC - Schools Division Superintendent

BY:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent

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