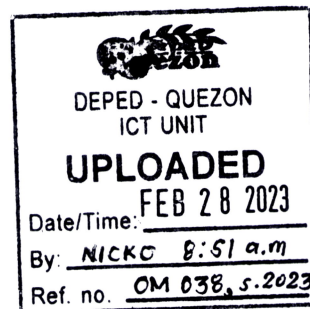




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 February 2023

OFFICE MEMORANDUM

OM No. 038, s. 2023

**NOTICE OF MEETING FOR SUPPLIES INVENTORY TEAM IN RELATION TO
THE PHYSICAL INVENTORY TAKING ACTIVITIES**

To: Assistant Schools Division Superintendents
Administrative Officer V
Administrative Officer IV/ Supply Officer II
Accountant III
Engineer III
All Others Concerned

In line with the continuation of the Physical Inventory Taking Activities, this office will conduct a meeting on Wednesday, March 01, 2023, 9:00AM – 12:00PM at SDO Quezon, Training Center.

The conduct of meeting primarily aims to tackle the unvisited school during the Physical Inventory Taking Activities (PITA) in 2022. As such, the meeting will provide plan of actions towards such cases.

Attached herewith are the participants for the said meeting.

Immediate dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

admvad02/23/2023

DEPEDQUEZON-TM-SDS-04-010-005



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SCHOOLS DIVISION OF QUEZON PROVINCE

LIST OF PARTICIPANTS
MARCH 01, 2023

No.	Name of Participant	Position
1.	MARIA DOLORES D. ATIENZA	Administrative Officer V
2.	GEORGE D. AGUILA	Administrative Officer IV
3.	RAMIR O. ARBOLENTE	Engineer III
4.	EDMUNDO R. MARIN JR.	Accountant III
5.	LAARNI ROSE R. GUTIERREZ	Education Program Specialist II
6.	VINCE ANGELO L. DEDACE	Administrative Officer II
7.	MARIA CECILIA S. RODRIGUEZ	Administrative Officer II
8.	KRISTOFFER O. OINEZA	Administrative Officer II
9.	BEEJAY C. ZABALA	Administrative Officer II
10.	MICHELLE P. DE MESA	Administrative Assistant III
11.	CAMILLE C. NOMBREFIA	Administrative Assistant III
12.	HECTOR C. LAURIO	Administrative Aide VI

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