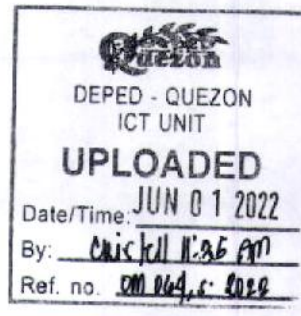




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



31 May 2022

OFFICE MEMORANDUM
 OM No. 064, s. 2022

NOTICE OF MEETING ON THE CONDUCT OF ANNUAL INVENTORY OF PUBLIC DOCUMENTS AND RECORDS

To : Records Management and Improvement Sub-Committee (RMI Sub-Committee)
 All Other Concerned

This Office informs the RMI Sub-Committee members to attend the meeting on **June 6, 2022 (Monday) at 1:00 o'clock in the afternoon** via Zoom with Meeting ID: 827 5925 2180 and Passcode: 123456. This meeting aims to provide technical assistance and reiterate the guidelines in the conduct of annual inventory of documents and records.

The list of RMI Sub-Committee members are as follows:

Unit/ Section	Name	Designation
OSDS	1. Sarah Lynn V. Diala	AO II
	2. Rena R. Rodil	AA II
OASDS	3. Anna Jean Ogerio	AO II
	4. Marissa L. Maragay	AAII
	5. Marinel I. Obmerga	ADA VI
Admin	6. Arlene M. Tolentino	AO II
	7. Clark H. Cadiz	ADA
Personnel	8. Bryan R. Ladines	AA III
	9. Resiele G. Coronacion	AA II
Records	10. Epifania L. Dayahan	AA II
	11. Roseth M. Flancia	ADA III
	12. Aira May C. Perez	AA III
	13. Susan M. Baluyut	ADA VI
	14. Amador V. Capinpin	Senior AA I
Cash	15. Leovigildo V. Gaela	AA III
	16. Apollo B. Salanguit	AA II
	17. Ler P. De Rosas	Communications Equipment Operator III
Supply	18. Michelle D. Pornobi	AA III
	19. Joy M. Sanchez	ADA VI

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Legal	20. Jacqueline D. Nuyda	AA III
	21. Floricel R. Lagos	AA III
Accounting	22. Maylene G. Bacus	AA III
	23. Jan Pauline P. Billanes	AA II
Budget	24. Jeffrey E. Maaño	AA III
	25. Rowena S. Adalim	ADA VI
ICT	26. Rommel T. Oczon	AA II
CID	27. Dessa Marie B. Dalmacion	ADA VI
	28. Raymond Q. Nieva	ADA VI
LRMDS	29. Aldren B. Libranda	ADA VI
	30. Sedinuelle Y. Aguila	AO II
Private	31. Clarissa G. Casana	Private School Secretary
SGOD	32. Gloria G. Magtibay	AO II
Health	33. Vincent Laurence B. Habito	ADA VI
EFS	34. Danica May V. Jaranilla	AA III
PAR	35. Leah M. Abejo	AA II
	36. Alma M. Quiambao	AA III

Attendance is a must.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

recsop05/31//2022

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