



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



OFFICE MEMORANDUM  
OM No. 074, s. 2021

31 August 2021

**DIVISION TOP MANAGEMENT MEETING WITH DIVISION CHIEFS  
AND SECTION/UNIT HEADS**

**TO: OIC- Assistant Schools Division Superintendents,  
Curriculum Implementation Division Chief,  
School Governance and Operations Division Chief,  
All Section/Unit Heads  
All Others Concerned**

Please be advised to attend the meeting on **September 3, 2021 at 9:00 a.m.** via Google Meet with link: <https://meet.google.com/awc-dpax-ivz>

Attendees to the meeting are the OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, All Section/Unit Heads, and all are requested to connect to the prescribed link 15 minutes before the meeting begins.

The agenda of the meeting are as follows:

1. Utilization of Prior Year Continuing Funds (2020)
2. Utilization of SARO/SUB-AROs received.(FY 2021)
3. Request of NCA for SARO/SUB-AROs received.

All expenses relative to this activity shall be chargeable against local fund subject to the usual accounting and auditing procedures.

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

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