



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

OFFICE MEMORANDUM
OM No. 079, s. 2021

9 September 2021

NOTICE OF MEETING FOR ACCOUNTING PERSONNEL

To: **All Accounting Personnel**

Please be advised to attend the unit meeting on **Tuesday, September 14, 2021, at 9:00 am** via Google Meet with link: <https://meet.google.com/gek-dtdm-mha>

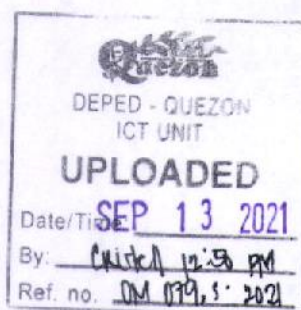
Attendees to the meeting are the Internal Auditors of Division Office, Administrative Assistants detailed in Sub-Offices and Administrative Officers II who are still detailed in the Accounting Section. All are requested to connect to the prescribed link 15 minutes before the meeting begins.

The agenda of the meeting are as follows:

1. Indorsement of Duties and Responsibilities of Promoted AO II
2. New School Assignment for Pre-Audit of Liquidation Report
3. Processes on Sub-Offices
4. Updates on Processes and Guidelines
5. Other Issues and Concerns

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.



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

acc/jft09/09/2021

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