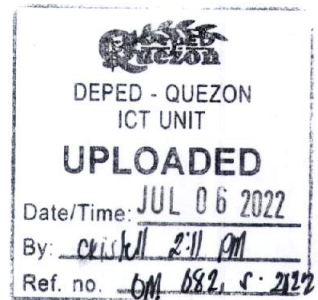




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 082, s. 2022

05 July 2022

NOTICE OF THE MEETING FOR MID-YEAR PERFORMANCE REVIEW 2022

To : Administrative/PayrollStaff
Personnel Staff
Cashier Staff
Supply Staff
Recods Staff
GSS & JOs
All Others Concerned

This office informs the Administrative/Payroll Section, Personnel Section, Cash Section, Records Section, Supply Section, General Security Services & Jos to attend the Mid-Year Performance Review meeting on July 6, 2022 at the Training Center.

The agenda of the meeting and schedule are as follows:

- Coaching and Mentoring for Mid-Year Performance Review 2022
- Other related issues and concerns

NO.	Office/Section	Time
1	Records Section	9am – 10am
2	Personnel Section	10am -11am
3	Cash Section	11am-12am
4	Admin Payroll	1pm-2pm
5	Admin GSS	2pm-3pm
6	Secretariat of Unit/Sections	3pm-4pm
7	Supply Section	4pm-5pm

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"Creating Possibilities, Inspiring Innovations"

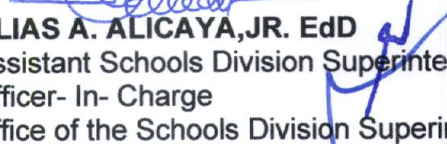
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Also, please be advised to strictly follow and observe the IATF guidelines on safety protocols.

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

ADMamt07/05/2022

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