



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

OFFICE MEMORANDUM
OM No. 102, s. 2021

5 November 2021

**DIVISION TOP MANAGEMENT MEETING WITH DIVISION CHIEFS
AND UNIT/SECTION 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 **November 8, 2021** at **1:30 p.m.** via google meet. Meeting link will be sent to the official group chat of TM with Section Heads a day before the meeting.

Attendees to the meeting are the OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, all Unit/Section Heads, and one (1) staff from each Division/Unit/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. Filling-up of Unfilled Positions
2. Unit Heads' Monthly Disbursement Program
3. Other matters

All expenses relative to this activity shall be chargeable against local fund subject to 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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Address: Sitio Fori, Brgy. Talpan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph