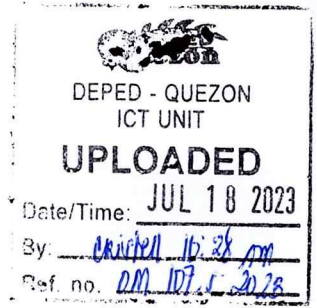




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 July 2023

OFFICE MEMORANDUM
OM No. 107, s. 2023

NOTICE OF THE MEETING OF ALL STAFF UNDER THE ADMINISTRATIVE UNIT

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

In preparation for the conduct of Midyear Performance Review, this Office advises all staff of different sections under the Administrative Unit to attend a meeting on July 18, 2023 at the Division Training Center following the schedule below:

NO.	Office/Section	Time
1	Admin Section	9:30am – 10am
2	Personnel Section	10am -10:30am
3	Cash Section	10:30am - 11am
4	Records Section	11:00am - 11:30am
5	Supply Section	1pm – 1:30pm
6	Procurement Section	1:30pm - 2pm
7	Admin GSS	2pm – 2:30pm

The agenda of the meeting and schedule are as follows:

- Coaching and Mentoring for Mid-Year Performance Review for 2023
- Mid-Year Accomplishments for 2023
- Other related issues and concerns

Attendees to the meeting are reminded to strictly observe health and safety guidelines.

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

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Immediate dissemination and compliance with this Memorandum is desired.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

EDWARD D. GARCIA
OIC- Assistant Schools Division Superintendent

Admam07/18/2023

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