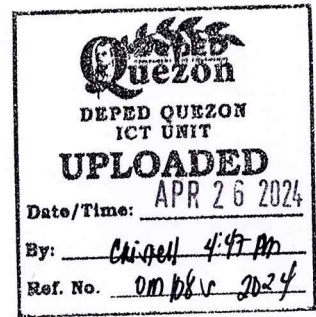




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 April 2024

**OFFICE MEMORANDUM**  
OM No. 108, s. 2024

**NOTICE OF MEETING FOR JOB ORDERS, UTILITY PERSONNEL  
AND GENERAL SERVICES STAFF**


**To:** DepEd Quezon Job Orders  
Utility Personnel  
General Services Staff

There will be a Meeting of Job Orders on **April 24, 2024 Wednesday, 9:00 A.M.** at the Admin Section Office, DepEd Division of Quezon Brgy. Talipan Pagbilao, Quezon.

Topics of the meeting are as follows:

- A. Duties and Responsibilities as per KRA
- B. Monitoring Tool (Daily and Monthly)
- C. 5S
- D. Issues and concerns

Attendance is a must. For strict compliance.

  
**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent

labm.04/23/2024

DEPEDQUEZON-QMC-QMR-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321