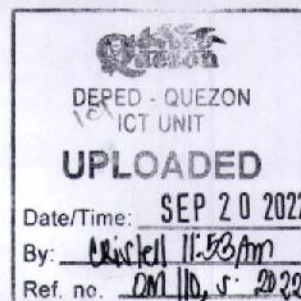




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
OM No. 110, s. 2022

**19 September 2022**

**ADDRESSING THE CONCERNS ON REMITTANCES**

**TO: ASDS Herbert D. Perez**  
**AO-V Maria Dolores D. Atienza**  
**AO-V Catherine A. Pureza**  
**AO- IV Wennie O. Gaela**  
**AO- IV Sherelyn O. Pardilla**  
**AO- IV Shiela O. Javen**  
**OIC- Accountant I Edmundo R. Marin Jr.**  
**Handler of Remittances**  
**All Others Concerned**

Please be advised that there will be a meeting on **September 20, 2022 (Tuesday) 2:00 p.m.** at the Training Center.

Attendees to the meeting are the Assistant Schools Division Superintendents, Unit/Section Heads, or one (1) staff from each of the concerned Unit/Section.

The agenda of the meeting are as follows:

1. Late submission of documents.
2. Checking the completeness of documents.
3. Processing of integration and first payment.
4. Final recommendation to avoid penalties.

Attendance is a must. For strict compliance.

*eam*

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

ADMamt09/19/2022

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