



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

27 September 2022

OFFICE MEMORANDUM
OM No. 112, s. 2022

NOTICE OF MEETING FOR DIVISION INVENTORY COMMITTEE

To: Assistant Schools Division Superintendents
Division Inventory Committee
All Others Concerned

There will be a Meeting of Division Inventory Committee on **September 28, 2022, 2:00 pm** at Library Hub, Division Office, Talipan, Pagbilao.

Topics of the meeting are as follows:


- Final Schedule of the Physical Inventory Taking Activities (PITA)
- Change in the Composition of the Division Disposal Committee
- Others

All attendees are expected to strictly observe minimum health protocols set by the Inter-Agency Task Force (IATF), DepEd Quezon and the LGU.

All expenses relative to this activity shall be chargeable against local fund subject to the usual accounting and auditing procedure.

Immediate dissemination of this Memorandum is desired.


DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: <u>9/29/22</u>
By: <u>Rommel</u>
Ref no. <u>OM 112 - 22</u>


ELIAS A. ALICAYA JR. EAD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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