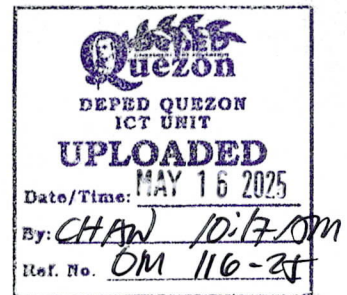




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 May 2025

OFFICE MEMORANDUM
OM No. 116, s. 2025

NOTICE OF MEETING

To: Assistant Schools Division Superintendents
Accountant III
AO V – Administrative & Finance
AO IV – Human Resource & Management
AO IV - Cash
AO II – Plantilla & Payroll
ADAS – Recruitment & Hiring (*in-charge*)
All Others Concerned

With reference to the emergency online meeting held today by the Regional Finance Office regarding the Funding of Newly Hired Personnel and the FY 2025 Cash Allowance, which was attended by all Division Budget Officers, all concerned are hereby requested to attend a follow-up meeting as detailed below:

Date: May 19, 2025

Time: 9:00 AM

Venue: Library Hub

The agenda are as follows:

1. Status of Filled and Unfilled positions
2. Payroll status of all filled positions – Integrated & Supplementary
3. Status of Personnel Services (PS) Fund – Allotment & Cash
4. Recruitment, Selection & Appointment – Target & Timeline
5. Processing of PS claims charged to savings

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(042) 784-0391, (042) 784-0321



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Immediate dissemination of this Memorandum is desired.


ROMMEL OMBAUTISTA, CESO V
Schools Division Superintendent 

*NOTICE OF MEETING ABOUT PERSONNEL SERVICES (PS)

budcap05/14/2025

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