



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

UNNUMBERED MEMORANDUM

TO: OIC-Assistant Schools Division Superintendents,
Curriculum Implementation Division Chief,
School Governance and Operations Division Chief,
Section/Unit Heads, all Others Concerned

FROM: ELIAS A. ALICAYA, JR. EdD
OIC-Schools Division Superintendent

SUBJECT: Top Management Meeting

DATE : January 28, 2021

Please be advised to attend the meeting on January 29, 2021 from 9:30am to 11:00am via google meet with this link <https://meet.google.com/kca-aims-yvp>.

The agenda of the meeting are the following:

- Work and Financial Plan for the 1st Qtr
- Other Concerns and Reminders

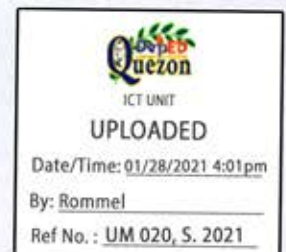
Also, please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.

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

Attendance is a must. For strict compliance.

OSDSsvd01/28/2021

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