



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

**UNNUMBERED MEMORANDUM**

**TO:** OIC-Assistant Schools Division Superintendents,  
Accounting Section  
All Others Concerned

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

**SUBJECT:** Notice of Meeting with Accounting Team

**DATE :** February 4, 2021

This office informs the Accounting Section together with the OIC-ASDSs, Gregorio A. Co Jr. and Herbert D. Perez to attend the meeting at 9am on February 5, 2021 via Zoom with the following **Meeting ID: 988 5184 7103** and **Passcode: 12345**.

The agenda of the meeting are as follows:

- Satellite Office concerns
- Status of Unliquidated Cash Advance
- Other matters

The participants are requested to connect to the prescribed link 15 minutes before the meeting begins.

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.



ICT UNIT  
DEPED QUEZON

Date/Time: 02/04/2021

By: Rommel

Ref. No: UM 034, S. 2021

SDSsvd02/04/2021

DEPEDQUEZON-TM-SDS-04-010-003



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