



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

February 22, 2021

UNNUMBERED MEMORANDUM

TO:

GREGORIO T. MUECO – OIC Assistant Schools Division Superintendent
LORENA WALANGSUMBAT – CID Chief
MA. DOLORES M. ATIENZA – Administrative Officer V
WILBERT PORTEZA – Division IT Officer
SHERELYN PARDILLA – Administrative Officer IV (Records Officer)
WENNIE O. GAELA – Administrative Officer IV (HRMO)
ROD ESMERNA - Administrative Officer II
PSB Secretariat
All Others Concerned

FROM:

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

SUBJECT:

Notice of Meeting on the Proposed Features of Project OPIS (Optimization of Personnel Information System)

DATE :

February 22, 2021

In connection with the improvement of the Division Personnel Information System through Project OPIS (Optimization of Personnel Information System), select section / unit heads are advised to attend a meeting on March 9, 2021, 1:00 PM at the Division Library Hub.

The objective of this meeting is to orient the attendees on the proposed features of Project OPIS.

The attendees are advised to strictly follow the existing health and safety protocols.

Expenses relative to the said meeting are chargeable against local funds subject to usual accounting and auditing procedures.

Attendance to this meeting is earnestly desired.

DEPEDQUEZON-TM-SDS-04-010-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: 2/22/21
By: Romel - UM 095
Ref. no.

