



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 Consultation Meeting in Preparation for the Finalization of  
Processes for the Sub-offices and Visitation at San Andres, Quezon

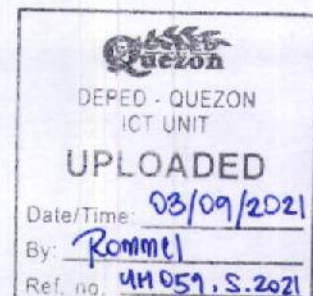
**DATE :** March 9, 2021

Please be advised to attend the consultation meeting in preparation for the finalization of processes for the sub-offices and visitation at San Andres, Quezon on **March 10, 2021, 2:00 p.m.** at the Division Library Hub, while for those on Work From Home Arrangement schedule, please join via zoom with user ID: **921 2700 3349** and **Passcode:12345**.

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.



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