



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

OFFICE MEMORANDUM

No. 18 s. 2022

DATE : September 28, 2022

TO : JADE B. CALLEJA - SEPS, PRS
MERIAM GUALDRAPA - SEPS, HRDD
NESSA HOMERES - ACCOUNTANT
RODEL NAVAL - BUDGET OFFICER
NOEL CABRIGAS - BAC SECRETARIAT

FROM : MARIZA S. MAGAN EdD, CESO V
Schools Division Superintendent

SUBJECT : CONSULTATIVE MEETING IN PREPARATION FOR THE CONDUCT OF THE DIVISION
QMS TRAINING AND 2022 YEAR-END PERFORMANCE REVIEW

1. The abovementioned names are directed to convene a consultative meeting to discuss the preparations needed in the conduct of the Division QMS Training and 2022 Year-End Performance Review this coming December, 2022.
2. Identified participants should *met to discuss and plan for the said activities this September 30, 2022 Friday, starting at 8:30 morning at the Planning & Research Office*. The group shall finalize the Training Matrix and Procedures, along with the distribution of topics and training flow, and all other matters relative to the conduct of the said activities.
3. Expenses incurred for this meeting such as snacks and lunch can be charged to local Division MOOE (OSDS) subject to the usual accounting and auditing rules and regulations.
4. For further clarifications, please contact Jade B. Calleja, *Senior Education Program Specialist for Planning and Research*.
5. Immediate dissemination and compliance with this Memorandum are desired.



RELEASED

Date: 9/29/22

Time: 3:20 PM