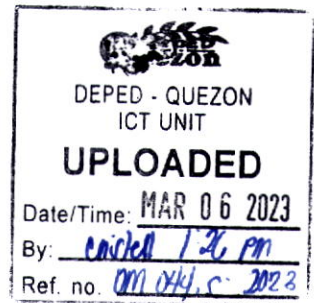




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 March 2023

OFFICE MEMORANDUM
OM No. 044, s. 2023

DIVISION INVENTORY COMMITTEE MEETING

To: ASDS Herbert D. Perez
OIC-ASDS Edward D. Garcia
AO V Maria Dolores D. Atienza
Engr. Ramir O. Arbolente
Accountant III Edmundo R. Marin Jr.
Supply Officer II George D. Aguila
All Others Concerned

Please be advised to attend the meeting on March 6, 2023 (Monday) 3:00 pm at the ICT Conference Room to discuss and finalize the plan on the insurable properties that remained uninsured with the General Insurance Fund (GIF) of the Government Service Insurance System (GSIS) and other matters on Property, Plant and Equipment relative to the AOM No. 2023-13 and AOM No.2023-07.

Attendees to the meeting are the following:

1. ASDS Herbert D. Perez
2. OIC-ASDS Edward D. Garcia
3. AO V Maria Dolores D. Atienza
4. Accounting Section
 - a. Accountant III Edmundo R. Marin Jr.
 - b. Hazel B. Salibio - Administrative Assistant III
 - c. Richard E. Vedaño - Administrative Assistant III
 - d. Camille C. Nombrefia – Administrative Assistant III
5. Education Facilities Section
 - a. Engr. Ramir O. Arbolente
 - b. Engr. Gian Carlo Pardilla
6. Supply Section
 - a. George D. Aguila – Supply Officer II
 - b. Maria Cecilia S. Rodriguez – AO II
 - c. Hector C. Laurio – Administrative Aide VI

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Immediate dissemination of this Memorandum is desired.


ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUPmcsr03/03/2023

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