



Republic of the Philippines
Department of Education
REGION IV-A (CALABARZON)
SCHOOLS DIVISION OF LUCENA CITY

25 January 2024

OFFICE MEMORANDUM

OSD-2024-005

NOTICE OF MANAGEMENT MEETING

To: Administrative Assistant III – Budget
Administrative Assistant I – Budget


1. What: **Budget Section Meeting**

AGENDA:

- Clarification of Roles and Responsibilities
- Turn-over of other tasks
- Discussion of processes
- Other concerns

2. When: January 26, 2024 (Friday, 10:00 a.m.)

3. Where: LCTECC Premises


SUSAN DL. ORIBIANA
Schools Division Superintendent

OM/MKP