



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

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03 November 2023

**OFFICE MEMORANDUM**

OSD-2023-107

**NOTICE OF MANAGEMENT MEETING**

To: OIC-Accounting Section  
Administrative Officer II/Personnel Unit  
Implementing Units Senior Bookkeepers  
ADAS III – Budget Section  
ADAS I – Budget Section

1. What: **Meeting for the Preparation and Submission of BEDS documents and PSIPOP Reconciliation working papers on November 07, 2023**

AGENDA: 1) Preparation of BEDS  
2) Updates on PSIPOP Reconciliation working papers  
3) Monthly Reports as of October 2023  
4) Other matters

2. When: November 07, 2023 (Tuesday, 1:30 p.m)

3. Where: 2<sup>nd</sup> floor LCTECC Bldg.

  
**SUSAN DL. ORIBIANA, CESO V**  
Schools Division Superintendent 

OM/MKP