



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

July 1, 2021

OFFICE MEMORANDUM

No. 022, s. 2021

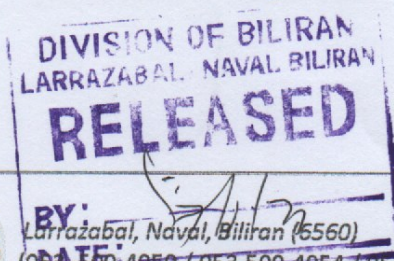
To: Asst. Schools Division Superintendent
OSDS Unit and Section Heads
All Others Concerned

**ADDENDUM TO OFFICE MEMORANDUM NO. 020 S. 2021
(OSDS QUARTERLY INTERNAL MEA)**

1. To facilitate the flow of the activity, all the participants are hereby informed of the Program of Activities of the said meeting.

9:00 – 9:15	Preliminary Activities Prayer Attendance Check ASDS Message and Statement of Purpose
9:15 – 9:30	Report on 2021 Budget Allocation/Sub-AROs and Utilization
9:30 – 10:00	Presentation of the 2021 OSDS AIP Targets and Accomplishments
10:00 – 12:00	Presentation of Accomplishments by Unit/Section (using MEA Template) <ul style="list-style-type: none">• Personnel Section• Property and Supply Section• Cash Section• Records Section• General Services/Admin. Unit
12:00 – 1:00	Lunch Break
1:00 – 3:00	Continuation of the Presentation of Accomplishments <ul style="list-style-type: none">• Finance Unit – Accounting Section• Budget Section• Legal Section• ICT Section
3:00 – 4:00	Implementation Issues and Proposed Resolutions
4:00 – 5:00	Agreements/Ways Forward

2. For information and guidance.



JUDELLA R. LUMPAS EDD, CESO VI
OIC, Schools Division Superintendent



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