

November 16, 2020

OFFICE MEMORANDUM

No. 479

, s. 2020

To:

All WIT Members

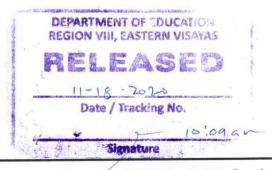
MEETING OF THE WORKPLACE IMPROVEMENT TEAM

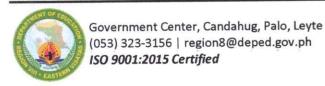
- 1. The Workplace Improvement Team will have a meeting on November 18, 2020, 2:00 PM at the RELC, NEAP.
- 2. The objectives of the meeting are:
 - a. Review and evaluate the conduct of the 3rd Quarter Workplace Improvement Assessment and Evaluation;
 - Discuss issues and concerns relative to the conduct of Workplace Improvement Assessment;
 - c. Plan for the conduct of the 4th Quarter Workplace Improvement Assessment; and
 - d. Discuss other matters relative to workplace improvement.
- 3. The rental of the venue shall be charged against Administrative Funds subject to the usual accounting and auditing rules and regulations.
- 4. For information and guidance.

RAMIR B. UYTICO EdD, CESO IV

Director IV

AD-MDS





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