



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY



DIVISION OFFICE OF CITY SCHOOLS
MARIKINA

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



October 1, 2018

MEMORANDUM TO:

**ELEMENTARY SCHOOL PRINCIPALS
SECONDARY SCHOOL PRINCIPALS
OFFICERS-IN-CHARGE
SCHOOL PAPER ADVISERS
PUBLIC SCHOOLS ONLY**

RELEASE OF JOURNALISM SUBSIDY FOR THE S.Y. 2018-2019


Please be informed that the subsidy for Journalism for this school year will be released today by **Mr. Galcoso C. Alburo**. Please ask one (1) of your **School Paper Advisers** to claim the said subsidy and don't forget to bring his/her cedula.

Upon receipt of the subsidy, **School Paper Advisers** can utilize the budget upon approval of the **School Principal** based from the allowed expenditures below.

- *Office supplies and other related expenses in preparing for the school paper*
- *Labor cost and printing of the school paper*
- *Reimbursement of transportation and food expenses during the conduct of 2018 DSPC and 2018 RSPC (Maximum of P2,000.00)*

School Paper Advisers are enjoined to submit the output (School Paper) and prepare the liquidation papers approved by the **School Principal**. **LIQUIDATION REPORT** must be submitted on or before November 27, 2017 to the Accounting Office c/o MS. IVY R. RUALLO.

Please be guided accordingly.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent