



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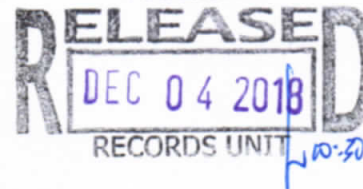


December 03, 2018

MEMORANDUM TO:

Elementary School Principals
Secondary School Principals
Officers-In-Charge
Elementary School Designated Financial Staff
Secondary School Financial Staff
All Concerned
Public Schools

DIVISION OF CITY SCHOOLS
MARIKINA



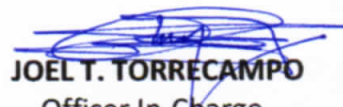
This is to inform the field that there will be a coordination meeting of the Elementary and Secondary School Financial Staff re: **4th Quarter Reminders on Daily Operations and Updates on Financial Matters to be held on December 07, 2018 at Barangka National High School, Caregiving Room**, on the following schedules:

- a. Dec. 07, 2018, 8:30 AM - 12:00 NN – Elementary Designated Financial Staff (1 participant per school)
- b. Dec. 07, 2018, 1:30 PM – 5:00 PM – Secondary Financial Staff (Sr. Bookkeeper and Disbursing Officer)

Participants are advised to come on time.

Travel expenses of participants and other expenses related to this activity may be charged against School MOOE and Division MOOE fund subject to usual budgeting, accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.


JOEL T. TORRECAMPO
Officer In-Charge

Office of the Schools Division Superintendent