



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

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February 05, 2020



DIVISION MEMORANDUM

COORDINATION MEETING OF PAYROLL IN CHARGE

TO:

Designated Payroll In Charge-Elementary
Designated Payroll In Charge-Secondary
Public Schools Only

There will be coordination meeting on February 11, 2020 at the Schools Division Office Audio Visual Room 2, to discuss/take up the following:

- Quick review on the process
- Updates on the payroll copy submission
- Presentation of list on compliant schools
- Other matters

Below is the schedule for your guidance

- Elementary - 8:30 am to 11:30 am
- Secondary - 1:30 pm to 4:30 pm

The attendance of all concerned is a must.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer In Charge

Office of the Schools Division Superintendent