



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

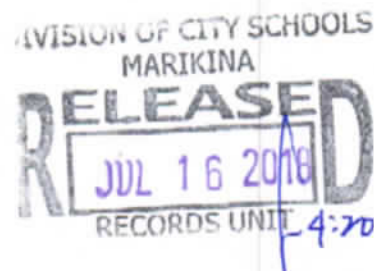
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July 16, 2018

MEMORANDUM TO:

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



This is to inform the field that there will be a coordination meeting of the Elementary and Secondary School Financial Staff re: **3rd Quarter Reminders on Daily Operations and Updates on Financial Matters to be held on July 24, 2018 at 4th Floor SDO Marikina AVR** on the following schedules:

- a. July 24, 2018, 8:30 AM - 12:00 NN – Elementary Designated Financial Staff (1 participant per school)
- b. July 24, 2018, 1:30 PM – 5:00 PM – Secondary Financial Staff (2 participants per school)

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.

For:

SHERYLL T. GAYOLA
Officer In-Charge
Office of the Schools Division Superintendent

By:


CEASAR AUGUSTOS E. CEBUJANO
Division Legal Officer
OIC, Office of the Schools Division Superintendent