

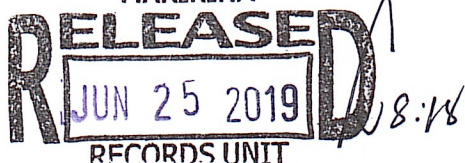


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION OF CITY SCHOOLS
MARIKINA



June 24, 2019

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: **2nd Quarter Reminders on Daily Operations and Updates on Financial Matters to be held on June 27, 2019 at AVR2, Schools Division Office, Marikina City** on the following schedules:

- a. June 27, 2019, 8:30 AM - 12:00 NN – Elementary Designated Financial Staff (1 participant per school)
- b. June 27, 2019, 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

Assistant Schools Division Superintendent
Officer In-Charge, Office of the Schools Division Superintendent