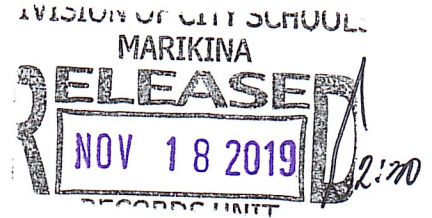




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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November 15, 2019

DIVISION MEMORANDUM

No. 193, s. 2019

ORIENTATION/WORKSHOP ON PAYROLL EXCEL FILE FOR FINDES

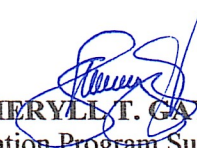
TO:

Designated Payroll In Charge-Elementary
Designated Payroll In Charge-Secondary
SDO Accounting Staffs
Public Schools Only

Please be informed of the orientation/workshop on Excel format for *FINDES* consolidation on November 19, 2019, Tuesday at SBM room, Jesus de la Peña National High School. Each participant is required to bring laptop, extension cord and USB containing December 2019 City Allowance & 2019 Productivity Enhancement Incentive (PEI) payrolls. The schedule is as follows:

- 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