



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

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February 19, 2019

DIVISION MEMORANDUM

No. 033, s. 2020

CAPACITY BUILDING OF DISBURSING OFFICERS

TO:

Designated Disbursing Officers-Elementary
Disbursing Officers-Secondary
Public Schools Only

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

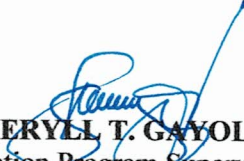
FEB 20 2020

Time: _____

By: _____

Please be informed of the one-day seminar/workshop on Project Upgrade regarding cash processes, such as collection of payments, salary/check release to employees & suppliers, fidelity bond application and counterfeit money detection on 26 February 2020, Wednesday, from 8:30 a.m. to 5:00 p.m. at Audio Visual Room 2, SDO Marikina City. The session will include lecture and exercises. Everyone is reminded to come on time.

The attendance of all concerned is a must.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer In Charge

Office of the Schools Division Superintendent