



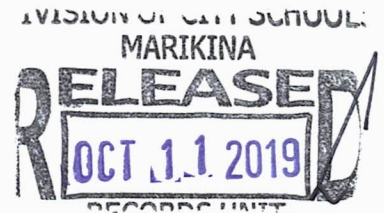
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



October 8, 2019

MEMORANDUM TO:


OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Secondary School Principals
Officers-In-Charge
Public Schools only



FREE ACCOUNTING TUTORIAL CLASS

Attached is a letter from *Ms. Laarni Grace Lagman*, Coordinator, Accountancy of Technological Institute of the Philippines Quezon City dated October 1, 2019 re: **Free Accounting Tutorial to all Accounting Business and Management (ABM) Students**, content of which is self-explanatory, for your information and appropriate action.

Wide dissemination of this Memorandum is desired.


JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



**Technological
Institute of the
Philippines
Quezon City**

October 1, 2019

**DR. JOEL T. TORRECAMPO
DIVISION OF MARIKINA
191 Shoe Ave., Sta. Elena,
Marikina City**

SCHOOLS DIVISION OFFICE

Marikina City
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Date: **OCT 04 2019** Time: 1:20

19-0108

By: *f*

Dear Dr. Torrecampo,

The College of Business Education (CBE) of the Technological Institute of the Philippines – Quezon City would like to offer a **free** Accounting Tutorial class on October 26, 2019 to your school. The main objective of this activity is to provide additional understanding of the accounting cycle to all of your Accounting Business and Management (ABM) students in preparation for their college courses.

In line with this, we will be honored to conduct this module to your ABM students on the said date from 1:00 AM to 5:00 PM. A team, composed of faculty and alumni shall be doing this on voluntary basis as participation to the community outreach project of the school.

Please let us know if you are amenable to the said date. We will appreciate it very much if you will accept this invitation so we can make the necessary arrangements in our school.

You may contact the undersigned at the telephone number 9110964 local 315 or 387.

Thank you very much and we look forward to your favorable response.

Truly yours,

[Signature]
MS. LAARNI GRACE LAGMAN
Coordinator, Accountancy

Noted By:

[Signature]
DR. ANGELES A. DE GUZMAN

Dean, College of Business Education