



DIVISION MEMORANDUM  
No. 49 s, 2018

To: ADMINISTRATIVE ASSISTANTS II – ELEMENTARY AND SECONDARY SCHOOLS  
ADMINISTRATIVE ASSISTANTS III – ELEMENTARY AND SECONDARY SCHOOLS  
DIVISION OFFICE CASHIER AND FINANCE PERSONNEL

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent  
Officer In-Charge

Subject: 2-Day Seminar/Workshop on Filling-Up Various Forms based on the New Guidelines cum  
Orientation on New Finance Process Flow and Coordination Meeting

Date: February 21, 2018

1. To enhance the knowledge of the participants on how to fill-up various forms; give updates on tax computation, remittances and on the new procedures to be followed, this division will conduct a 2-Day Seminar/Workshop on Filling-Up Various Forms based on the New Guidelines cum Orientation on New Finance Process Flow and Coordination Meeting to Administrative Assistants II and III of Elementary and Secondary Schools on March 1-2, 2018. The venue will be at Apple Tree Resort and Hotel, Opol, Misamis Oriental.
2. Traveling expenses are chargeable against the Division/School MOOE funds while training expenses (food, venue and accommodation) shall be charged against Division MOOE subject to the usual accounting, budgeting and auditing rules and regulations.
3. For guidance and strict compliance.