



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY


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DIVISION MEMORANDUM

No. 149 s, 2019

To: FINANCE PERSONNEL
BOOKKEEPERS
CASHIER

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent 

Subject: 2 Days Finance Personnel Coordination Meeting and Mid-Year Review of Results-Based Performance Rating

Date: July 15, 2019

1. The Finance Office will be having a 2 Days Finance Personnel Coordination Meeting and Mid-Year Review of Results-Based Performance Rating on July 18-19, 2019 at Apple Tree Resort and Hotel, Opol, Misamis Oriental. The activity aims to discuss various issues and concerns, give updates of new accounting guidelines and other matters.
2. Traveling expenses of the participants are chargeable against the Division/ School MOOE funds while training expenses (food, venue and accommodation) shall be charged to HRTD Funds subject to the usual accounting, budgeting and auditing rules and regulations.
3. Attached is the Program for your reference.
4. For information, guidance and strict compliance.



Enclosure to Division Memorandum No. 149

PROGRAM

Day 1

7:30 AM - 8:00 AM	Registration of Participants
8:00 AM – 8:30 AM	Opening Program Pambansang Awit Prayer Opening Remarks
8:30 AM – 12:00 NN	Updates and Implementation of New Guidelines
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Discussion of Various Issues and Concerns

Day 2

8:00 AM – 8:10 AM	Prayer
8:10 AM – 9:30 PM	Review on Finance OPCRIF
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 4:00 PM	Open Forum
4:00 PM – 5:00 PM	Closing Program