



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
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DIVISION MEMORANDUM  
No. 228 s, 2019

To: Public Elementary and Secondary School Heads  
This Division

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

Subject: Weekly Schedule of Travel of Finance Office Personnel

Date: September 10, 2019

1. To achieve timely school procurement process and prompt submission of Liquidation Reports, the field personnel are hereby informed of the weekly schedule of travel of the Finance Office Personnel:

Day	Itinerary	Activity	Person Concerned
Tuesday	Department of Budget and Management (DBM)	Request for quotation for commonly use office supply	Carlos D. Acero
Thursday	Department of Budget and Management (DBM)	Pick up supplies and materials	Carlos D. Acero & Clark Airon G. Unson
Tuesday & Thursday	Assigned Schools	Visit assigned schools	Bookkeepers (only if the need arises)
Friday	Various establishments	Payment of utilities such as electricity, internet bills and the like.	Carlos D. Acero

2. Immediate dissemination of this Memorandum is highly desired.

Copies Furnished:  
Person Concerned  
Records Section-Office Memorandum

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