



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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April 26, 2022

DIVISION MEMORANDUM  
No. 171, s. 2022

**FINANCE AND SUPPLY OFFICE COORDINATION MEETING**

To: **5 ACCOUNTING SECTION PERSONNEL**  
**12 SCHOOL BOOKKEEPERS**  
**3 BUDGET OFFICE PERSONNEL**  
**4 SUPPLY OFFICE PERSONNEL**  
**1 JOB ORDER (COA)**  
**ALL OTHERS CONCERNED**  
This Division

1. The Finance and Supply Office will be having Coordination Meeting on April 27, 2022 at 8:00am to 5:00pm at De Luxe Hotel, Capt. Vicente Roa St., Cagayan de Oro City, Misamis Oriental. This activity aims to discuss various issues and concerns, gives updates of new guidelines and other important matters.
2. Traveling expenses of the participants are chargeable against Division/School MOOE funds subject to the usual accounting, budgeting and auditing rules and regulations.
3. This memorandum will serves as the Authority to Travel.
4. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity or political affiliation.
5. For information and guidance.

  
**OLGA C. ALONSABE PhD, CESO V**  
Schools Division Superintendent

OSDS/CDA



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