



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

27 February 2023


DIVISION MEMORANDUM

No. 102, s. 2023

FINANCE AND ADMINISTRATIVE OFFICER II COORDINATION MEETING

To: **All Finance Personnel**
All Administrative Officer II - Procurement Strand

1. You are hereby directed to attend the Finance and Administrative Officer II Coordination Meeting on March 1, 2023, at De Luxe Hotel, Cagayan de Oro City .
2. The activity aimed to discuss and develop an agreement on the various issues and concerns relative to procurement and accounting rules and regulations.
3. The participants' transportation expenses shall be charged to local funds, subject to regular accounting and auditing rules and regulations.
4. This memorandum will serve as your authority to travel.
5. 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.
6. For information and guidance.


VICTOR G. DE GRACIA, JR., Ph.D., CESO V
Assistant Regional Director
Concurrent Schools Division Superintendent



USDS/MBJ