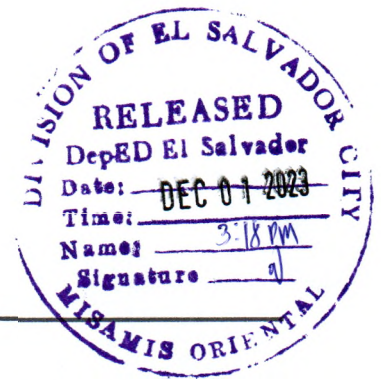




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY




December 01, 2023

DIVISION MEMORANDUM
No. 529, s. 2023

FINANCE YEAR-END COORDINATION MEETING FOR CY 2023

To: **All Finance Personnel**
All Administrative Officers II- Procurement Strand
All Others Concerned
This Division

1. You are hereby directed to attend the **Finance Year-end Coordination Meeting for CY 2023** on December 6, 2023, at De Luxe Hotel, Cagayan de Oro City.
2. The activity aimed to discuss utilization status, various issues encountered during financial operations, and updates to new guidelines.
3. The participants' transportation expenses shall be charged to local funds, subject to regular accounting and auditing rules and regulations.
4. This memorandum shall also serve as the **Official Authority to Travel** for the identified participants.
5. This activity shall adhere to the Equal Opportunity Principle, wherein there is no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. for information and guidance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

FINANCE
MEETING

ACCTG/CDA



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
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