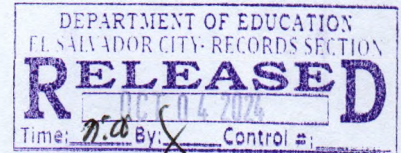




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY




October 4, 2024

DIVISION MEMORANDUM
No. 390, s. 2024

**REGIONAL WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2025
BUDGET EXECUTION PLANS CUM COORDINATION MEETING OF FINANCE
STRAND**

To: **MARICEL B. JANGAO**, Accountant III
STEPHANIE P. SALIGUMBA, Budget Officer III

1. You hereby directed to attend the **Regional Workshop on the Preparation and Submission of FY 2025 Budget Execution Plans cum Coordination Meeting of the Finance Strand** on **October 16-17**, exclusive of travel time. The venue will be announced later.
2. Travel expenses are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.
3. Further, this memorandum shall serve as the **Authority to Travel** of the identified participants.
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, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Acctg/mbj



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