

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


December 9, 2024

DIVISION MEMORANDUM  
No. 511, s. 2024

**PROGRAM IMPLEMENTATION REVIEW OF THE FINANCE STRAND**

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

1. You hereby directed to attend the **Program Implementation Review (PIR) of the Finance Strand** at Apple Tree Resort and Hotel, Opol, Misamis Oriental, on December 12-14, inclusive of travel time.
2. The program shall start on December 12 at 1:00 p.m., hence, arrival shall be in the morning of the same day. Check-in shall also be on December 12 at 2:00 p.m. while check-out is on December 14, after breakfast.
3. Travel expenses are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.
4. Further, this memorandum shall serve as the **Authority to Travel** of the identified participants.
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, guidance and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Acctg/mbj



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