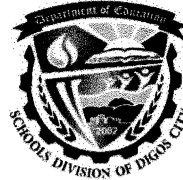




Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



March 27, 2017

DIVISION MEMORANDUM
NO. 208, s.2017


**COMMISSION ON AUDIT REGIONAL OFFICE XI REGIONAL
TRAINING UNIT SEMINARS FOR CY 2017**

To: Public Schools District Supervisors
Public Junior/Senior School Heads
Public Elementary School Heads
Non-Teaching Personnel

1. Attached is a copy of the Letter from Atty. Roy L. Ursal, the Director IV of the Commission on Audit, Region XI, inviting target participants of this Division for **Commission on Audit Regional Office XI Regional Training Unit Seminars for CY 2017** which will be held at the **Training Hall, 3rd Floor, COA Regional Office Number XI, Buhangin, Davao City.**
2. Wide and immediate dissemination of this Memorandum is earnestly desired.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent


For and in the absence of the SDS:


EMMANUEL P. HUGO
Chief Education Supervisor
School Governance & Operations Division
Officer-In-Charge

JepEd Schools Division Office

RELEASED 3205

Date: **MAR 27 2017** Time: 1:01

By: 



Republic of the Philippines
COMMISSION ON AUDIT
 OFFICE OF THE REGIONAL DIRECTOR
 Region XI, Davao City

RECEIVED 3205
 MAR 22 2017 Time: 11:55 AM
 By: *[Signature]*

20 March 2017

Dear _____:

As approved by the Assistant Commissioner of the Professional and Institutional Development Sector (PIDS), COA, Quezon City, the COA RO XI Regional Training Unit will be offering the following seminars for CY 2017, viz:

DURATION	COURSE/SEMINAR	TARGET PARTICIPANTS	SEMINAR FEE
April			
10 – 12	Appraisal and Disposal of Government Properties (ADGP)	Members of Disposal Committee, Accounting Personnel and Property	P 3,600.00
June			
13–16	Property and Supply Management System (PSMS)	Property/ Supply Officer, Property Custodians and Other Personnel involved in managing office supplies and properties	P 4,800.00
27 – 30	Accounting for Non-Accountants	Personnel performing accounting, financial and budgeting functions but without accounting backgrounds	P 4,800.00
July			
5 – 7	Law on Procurement (RA 9184) and Philippine Bidding Documents	BAC Members, Property/ Supply Officer, Property Custodians and Other Personnel involved in the procurement process	P 3,600.00

With this, we are inviting you to send your personnel to the seminar which will be held at the Training Hall, 3rd floor, COA Regional Office No. XI, Buhangin, Davao City.

Attendance to these courses shall be on a first-come, first-served basis. Please submit your nominees to the scheduled training/seminar two to three weeks before the scheduled date.

Kindly accomplish and detach the Nomination Slip below and send it to us (Telefax Nos. [082] 241-1550; email address: vanessa_r_pinsoy77@yahoo.com.ph). Please wait for our Confirmation Letter

which will be send to the address indicated in your nomination slip. Only confirmed applicants will be accepted to attend the training/seminar.

For more information, please contact our Training Specialist, Ms. Vanessa R. Pinsoy at telephone number (082) 241-2940 to 2945 local 220.

Thank you.

Very truly yours,

ATTY. ROY L. URSAL

Director IV
Regional Director

RLU/HMC/FBI/vrp
fr: VRPinsoy_2017_RTP_leeterattachment NGSCGS

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NOMINATION SLIP

Agency: _____ Contact Nos.: _____
Address: _____

NAME			Position	Title of Seminar/s	Schedule
Last	First	MI			
Nominated by:				Remarks:	
----- Signature over Printed Name		----- Date Signed			