DIVISION MEMORANDUM
No. 219, s. 2018

REGIONAL ORIENTATION OF PAYROLL REMITTANCE AND PAYMENTS

To: NORELIZA A. MISAL – Accountant III
FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V
ROSARIO B. DIAMANTE – Administrative Officer IV
JAKE LLOYD S. VENCIO – Administrative Assistant III
MARY SOL S. ROSALITA – Administrative Assistant III

1. Pursuant to the Memorandum issued on March 5, 2018 by Atty. Alberto T. Escobarte, CESO III, Regional Director, DepEd Region XI Office, Davao City, you are hereby directed to attend the “REGIONAL ORIENTATION OF PAYROLL REMITTANCE AND PAYMENTS,” scheduled on March 12, 2018 at Emerald Hall, RELC/NEAP ROXI, Quirino Avenue, Davao City.

2. Payments for meals and function hall are chargeable against Regional Office funds while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

3. For strict compliance.

WINNIE E. BATOON, Ed. D., CESE
Officer in Charge
Office of the Schools Division Superintendent

Encl. as stated

References: Regional Memorandum dated 03/05/2018

To be indicated in the Perpetual Index under the following subjects:
SUBJECT: ADMIN/CASH/ACCOUNTING ORIENTATION OF PAYROLL REMITTANCE AND PAYMENTS

admin5: Regional Orientation of Payroll Remittance and Payments
07 March 2018
MEMORANDUM

TO: All Schools Division Superintendents

FROM: ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

SUBJECT: Regional Orientation of Payroll Remittance and Payments

DATE: March 5, 2018

Please be informed that there will be a DepED Regional Orientation of Payroll Remittance and Payments on March 12, 2018 at Emerald Hall, RELC/NEAP RO XI.

Participants for the activity are the following:

Regional Office
- OIC-Chief of Finance Division and Staff
- Administrative personnel (1 representative)
- RPSU (3 representatives)
- Cashier section (1 representative)

Division Offices
- Division Accountant
- Division Administrative Officer V
- Division Cashier
- 2 Administrative Staffs from Divisions

The conference proper shall start at 8:30 a.m. Payment for meals and function hall are chargeable against Regional Office funds while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and compliance.