Division Memorandum No. 397, s. 2016

TO: JAKE LLOYD S. VENCIO
Administrative Assistant III

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

SUBJECT: One Day Orientation and Workshop Conference on the School-Based Feeding Program

DATE: August 01, 2016

1. You are directed to attend the one day Orientation and Workshop Conference on the School-Based Feeding Program on August 02, 2016 together with the Division Accountant at the Diamond Room, RELC-NEAP Region XI, Quirino Avenue, Davao City.

2. Meals and snacks will be provided by the Regional Office chargeable to the SBPP funds while the traveling expenses and per diems of the participant shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

3. For compliance.