



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



March 7, 2018

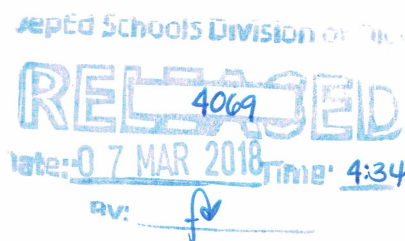
DIVISION MEMORANDUM
No. 219, s. 2018

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. BATON, Ed. D., CESE
Officer in Charge *8/12*
Office of the Schools Division Superintendent



Encls: 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



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon

DepED
DEPARTMENT OF EDUCATION

Address: F. Torres Street, Davao City (8000)

Internet Address (URL): www.depedxi.com.ph

Telefax Nos. (082) 227-1102, 221-8459, 221-9428, 227-0943, 227-8025, 222-2617, 227-0941, 221-1210, 221-8435, 227-9342, 221-6147, 225-0816

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.