



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



DIVISION MEMORANDUM
No. 824, s. 2018

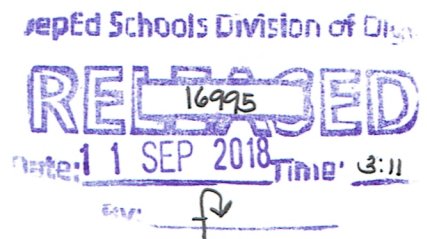
September 10, 2018

**CONSULTATIVE MEETING WITH DIVISION AND REGIONAL
PERSONNEL RE: PAYROLL SERVICES**

To: **FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V**
JAKE LLOYD S. VENCIO – Administrative Assistant III

1. Pursuant to the Memorandum dated September 3, 2018 of Atty. Alberto T. Escobarte, CESO III, Director IV, Department of Education Regional XI Office, Davao City, entitle: **"CONSULTATIVE MEETING WITH DIVISION AND REGIONAL PERSONNEL RE: PAYROLL SERVICES"** you are hereby directed to attend the said consultative meeting on **September 12, 2018 (8:00 a.m. – 5:00 pm)** at Waling-Waling Hall, DepEd RO XI, F. Torres Street, Davao City.
2. Travel expenses related to the attendance of the above meeting shall be charged to local funds while meals and snacks shall be charged against the Regional funds subject to the usual accounting rules and regulations.
3. For immediate dissemination and strict compliance.

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



Encls: as stated
References: Memorandum dated September 3, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CONSULTATIVE MEETING WITH DIVISION AND REGIONAL PERSONNEL RE: PAYROLL SERVICES

admin5: Consultative meeting with Division and Regional personnel re: Payroll Services
10 September 2018

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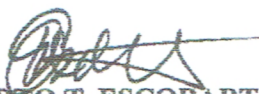
Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Asst. Schools Division Superintendents/ OIC-ASDS
Regional Chiefs – Administrative Division and Finance Division

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

SUBJECT : Consultative Meeting with Division and Regional Personnel re: Payroll Services

DATE : September 3, 2018

1. There will be a Consultative Meeting with Division and Regional Personnel re: Payroll Services on September 12, 2018 (8:00 a.m. – 5:00 p.m.) at Waling-Waling Hall, DepEd RO XI, F. Torres St., Davao City.
2. The objective of the meeting is to discuss issues and concerns relative to payroll services in the division and regional office including the decentralized preparation and payment of remittances.
3. Participants to this meeting are the following:

Office	Participants	No.
All 11 SDOs	2 pax per SDO 1 - AO V (Admin.) or HRMO and 1 HR Personnel (in-charge of DBM budgetary reports & other documentary requirements)	22
Regional Office	Chief AO (Admin), HRMO III, TCE II, OIC-PSU, AO V, AO II, 3 AdA VI (PS& PSU), Accountant II (PSU)	10
PhilHealth	PhilHealth Personnel	2
TOTAL		34

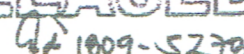
4. Participants of each division shall confirm their attendance on the said meeting and submit to Personnel Section, Administrative Division, DepEd Regional Office XI on or before **September 7, 2018**. Failure to attend shall pay for their allotted provisions.
5. Travel expenses related to the attendance of the above meeting shall be charged to local funds while meals shall be charged against the Regional funds subject to the usual accounting rules and regulations.
6. Immediate dissemination of this memorandum is desired.

Incl: Confirmation Slip
ROAS/PS/jtg

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

By:  921009-5278

Date: 9/5/18 Time: 3:39 PM

Consultative Meeting with Division and Regional Personnel re: Payroll Services
September 12, 2018
Waling-Waling Hall, DepEd RO XI, F. Torres St., Davao City

CONFIRMATION SLIP

Division Office	Name of Participant/s to attend	Name of Representative to attend in the absence of the said participant

Signature over printed name
(Head of Office)