

Republic of the Philippines

## Department of Education Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite



## NOTICE OF MEETING NOT 18

TO:

Administrative Officer IV - Cash

Administrative Assistant II (Disbursing Officer)

Administrative Aide VI

Date:

July 03, 2018

Please be informed that there will be a unit monthly meeting on July 05, 2018, 10:00 - 12:00 a.m. at Komedor de Cavite, DepEd Compound, Brgy. Luciano, Trece Martires City, Cavite.

Agenda of the said meeting are the following:

- 1. Preparation for the upcoming audit
- 2. OPCRF/IPCRF (January to June 2018 Accomplishment)
- 3. Other matters

It is expected that the following personnel be present at the said meeting:

- 1. Cashier Officer
- 2. Cashier Staff

ELIAS A. ALICAYA, JR. Ed.D.

OIC-Assistant Schools Division Superintender CHERRYLOU D. REPIA Schools Division Superintendent

(046) 419-1286 Adeped.cavite@deped.gov.ph www.facebook.com/DivisionOfCaviteProvince

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