



NOTICE OF MEETING NO 118

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. OPCRIF/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 Superintendent
CHERRYLOU D. REPIA
Schools Division Superintendent