



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0063

C-20160

NOTICE OF MEETING NO. 224

TO: All Senior Bookkeepers (Secondary IUs)

Date: December 19, 2018

Please be informed that will be having a meeting on December 28, 2018, 8:00 a.m. to 5:00 p.m. at Bulwagang Tanglaw, DepEd Compound, Brgy. Luciano, Trece Martires City, Cavite.

Agenda of the said meeting are the following:

1. Pre-Closing of Financial Reports
2. Year-End Party
3. Other matters

Please bring laptop and extension wire.

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

1. Budget Officer
2. Division Accountant
3. Senior Bookkeepers of all Implementing Units
4. Budget staffs

FIAS A. ALICAYA, JR. Ed.D.
Assistant Schools Division Superintendent

CHERRYLOU D. REPIA
Schools Division Superintendent