



NOTICE OF MEETING NO. 009

TO: All Senior Bookkeepers (Secondary IUs)

Date: January 7, 2019

In conformity with the Regional Memo No. 7, series of 2019, please be informed that will be having a meeting on January 10, 2019, 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. Division Seminar-Workshop on the Preparation and Consolidation of FY 2018 Year-End Financial Reports
2. 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


CHERRYLOU D. REPIA
Schools Division Superintendent