



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 6, 2020

NOTICE OF MEETING

No. 78, s. 2020

To: Division Accountant
Budget Officer
Division Cashier
Supply Officer
Senior Bookkeepers
GAD Focal Person
All Concerned Personnel

**VIRTUAL / FACE TO FACE MEETING OF SELECTED PERSONNEL ON
MANAGEMENT LETTER OF COMMISSION ON AUDIT (COA)**

1. Please be informed that there will be a teleconferencing / face to face meeting on July 8, 2020, 10:00 A.M. for selected personnel in connection to the Management Letter from the Commission on Audit (COA).
2. Attendees to this meeting are the Division Accountant, Budget Officer, Division Cashier, Supply Officer, Senior Bookkeepers and Division GAD Focal Person.
3. The agenda of the said meeting are as follows:
 - 3.1. Issues regarding the Management Letter
 - 3.2. Status of the previous suspensions / disallowances
 - 3.3. Preparation of action plan based on the Management Letter
4. Attendance to this Meeting shall be monitored.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

KHCA/ DM. 78, s.2020
ODC NO. /07/06/2020



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