



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Public Elementary and Secondary School Heads
Division Admin and Finance Staff
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **TWO-DAY PERFORMANCE EVALUATION OF HUMAN RESOURCE
AND FINANCE MANAGEMENT SYSTEM**

DATE: February 1, 2016

In view of the completion and on-time submission of the year-end division financial report, there will be a Two-Days Performance Evaluation of Human Resource and Finance Management System on February 4 – 5, 2016 at Pranjetto Hill Resort, Tanay Rizal.

Relative to this, please be informed that there will be no finance and personnel transactions on the said dates. Regular transaction will resume on Tuesday, February 9, 2016.

Widest dissemination of the Memorandum is highly desired.