

Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

April 29, 2014

5-16-14
11:00 am
Past

MEMORANDUM

TO: Division Office Accounting and Cashier
F. G. Nepomuceno MHS
Angeles City National HS
Bonifacio V. Romero MHS(formerly EPZA RHS)
Angeles City National Trade School
Rafael L. Lazatin MHS
Angeles City Science MS

FROM: SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: Division Seminar-Workshop for the review of new procedures in the preparation of Financial reports and Team Building.

A seminar/workshop will be conducted on May 21 to 23, 2014 to be held at Hidden Valley Resort, Laguna.

The seminar/workshop aims to:

1. To review the new procedures in the preparation of reports and discuss issues in order to improve the data gathering
2. Fast track the preparation and consolidation financial reports
3. Promote camaraderie among finance people.

Participants to this seminar/workshop are: Accountant, Bookkeeper, Cashier, Finance and Office Staff of the Division Office and the respective principals and officers of autonomous schools.

To finance this project, Division Office and Autonomous Schools will have the following shares:

Division Office	- P 35,000.00
FGNMHS	- 35,000.00
ACNHS	- 35,000.00
ACNTS	- 35,000.00
RLLMHS	- 25,000.00
BVRHS	- 25,000.00
ACSHS	- 15,000.00

Please be guided accordingly.


LUZ C. ARRIOLA