DIVISION MEMORANDUM
No. 87 s. 2019

TO: Elementary/Secondary School Principals of Non-Implementing Units
   School Accountants/Bookkeepers
   School Disbursing Officers
   Designated Finance Officers
   All Other Concerned

FROM: SOCORRO V. DELA ROSA CESO VI
   Schools Division Superintendent


1. Pursuant to JOINT CIRCULAR NO. 2019-1 -Management of Cash Advances to DepEd Non-Implementing Units for School Maintenance and Other Operating Expenses (MOOE) and Program Funds, this Office will conduct a One-Day Orientation Conference on March 25 - 28, 2019 at Amenia Beach, Palawig, San Andres Catanduanes (Division Office Conf. Hall not available till the end of April, 2019). Need to implement this April, 2019.

2. Participants are Elementary and Secondary School Principals of Non-Implementing Units, including all School Bookkeepers/School Disbursing Officers and Designated Finance Officers of the individual School.

3. Registration Fee of Four Hundred Pesos (P400.00) shall be charged each participant to cover for the Honorarium/Token, snacks AM, PM and lunch and other incidental expenses, charged against the school MOOE. Likewise for the transportation expenses of the participants.

4. Participants who have no means of transportation going to Amenia Beach, may please assemble at the Div. Office guardhouse before 7:00AM of their scheduled date for reservation in the DepED service Car.

5. Please bring two (2) valid IDs of signatories: 3 pcs. latest 1x1
4. The Schedule of the Participants for the conference is hereto attached.

- March 25, 2019:
  Bagamanoc North & South
  Gigmoto
  Virac North & South

- March 26, 2019:
  Panganiban
  San Andres East & West
  San Miguel North & South

- March 27, 2019:
  Bato East & West
  Pandan East & West
  Viga East & West

-March 28, 2019:
  Baras North & South
  Caramoran North & South
  And all Non-Implementing Secondary Schools

6. For further inquiries, please contact the following:

   CAROL V. LIM - 09204657963
   SENICA ZAFE - 09301789924
   CARMELA MOLOD - 09212526601
   PEARL SARMIENTO - 09205655608

7. For information, guidance and compliance