



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay



April 20, 2015

215
Div. MALAYBALAY CITY DIVISION

RELEASED

APR 20 2015

Time: 3:50

DIVISION MEMORANDUM

No. 128, s. 2015

Public Schools District Supervisor
Elementary and Secondary School Administrators (Non-Implementing Units)
Bookkeepers and Disbursing Officers (Non-Implementing Units)
This Division


Subject: **DOCUMENT BASED REORIENTATION-WORKSHOP ON THE GRANT AND LIQUIDATION OF SCHOOL MOOE UNDER THE PROGRAM "PERA NG BAYAN, BANTAYAN"**

In pursuance of the program "Pera ng Bayan, Bantayan", an initiative of the Division of Malaybalay City designed to ensure proper utilization of School MOOE, you are hereby directed to attend the Document Based Reorientation-Workshop on the Grant and Liquidation of School MOOE on April 28, 2015 at Roberto's Catering, Casisang, Malaybalay City. Training proper shall start at exactly 8:00 am, so please come on time.

Each school must bring laptop, printer, extension wire, bondpapers, pencil and all supporting documents of unliquidated cash advance. At the end of the workshop, all participants must submit complete Liquidation Reports.

Meals shall be charged against the Human Resource Training and Development Fund of the Division Office while transportation expense shall be charged against School Funds.

For inquiries please contact Rhysa Cyle C. Rosalejos with globe landline (088) 314-0094.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent