



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

DM 2020-01-031
DEPED MALAYBALAY CITY DIVISION
DATE: JAN 22 2020 9:07
BY: [Signature]

January 21, 2020

DIVISION MEMORANDUM

NO. 31, s. 2020

TO: Elementary and Secondary School Financial Staff
Accounting and Budget Services, Division Office
All Others Concerned
This Division

FROM: FOR THE SCHOOLS DIVISION SUPERINTENDENT:


JUTCHEL L. NAYRA, DPA
Administrative Officer V

RE: **ORIENTATION ON OPENING OF ACCOUNTS FOR CY 2020**

1. The Division Office through the Accounting and Budget Services shall hold an orientation to all the Disbursing Officers on the procedural guidelines on the opening of accounts at DBP on Wednesday, January 22, 2020 at the Division Office Multipurpose Hall at exactly 10 o'clock in the morning. Further, application forms shall be distributed together with other documentary requirements.
2. Queries relative to this can be relayed to *Rhysa Cyle C. Rosalejos*, Accountant III at 09564481479.

Copy furnished : Records Section
Accounting Section

TO BE POSTED ON WEBSITE



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