



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



OFFICE MEMORANDUM

No. 012, s. 2015

To: **DISTRICT SENIOR BOOKKEEPERS
IU's SENIOR BOOKKEEPER AND DISBURSING OFFICER
DPSU, IAS, BUDGET AND ACCOUNTING PERSONNEL**

From: **WILFREDA D. BONGALOS, PhD**
OIC-Schools Division Superintendent

Date: November 23, 2015

Subject: **FINANCE DIVISION YEAR END MEETING AND EVALUATION**

The Finance Division Year End Meeting and Evaluation will be held this coming December 11, 2015, at 1:00 PM to 8:00 P.M. Venue of the conference shall be announced later.

The activity aims to see how you did and performed in your respective duties and responsibilities for this year and discuss how you could do better in the year to come.

Registration of P650.00 will be collected from each participant to cover for food, venue and supplies expenses. We encourage you to pre-register at the Cashier's Section.

Registration Fee and travelling expenses incurred shall be charged to local funds/district MOOE subject to the usual accounting and auditing rules and regulations.

Thank you.