



Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet

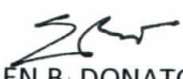


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 Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187


November 3, 2015

Memorandum

To : Schools Division Superintendents
 All Divisions

From : 
 ELLEN B. DONATO, Ed.D., CESO III
 Director IV

Subject : Coordination Meeting

RELEASED
 NOV 04 2015
 DEPED-CAR 

A coordination meeting between the Regional Administrative staff and concerned SDO personnel shall be held on November 10, 2015, 8:00am to 5:00pm at the Stephen N. Capuyan Hall, DepEd Regional Office, Wangal, La Trinidad, Benguet.

Participants to the coordination meeting are the following:

Regional Administrative Division staff	29 ²
Division Administrative Officers V (Administrative Services)	8
Division Administrative Officers IV (Personnel Section)	8
Division Administrative Officers IV (Property)	8
GSIS Agency Authorized Administrative Officers	8
Total	61²

The coordination meeting is called for to discuss and thresh out issues and concerns related to Payroll Services, Asset Management, Personnel Services and other administrative concerns.

Lunch, AM and PM snacks and supplies and materials relevant to the conduct of the coordination meeting shall be provided to participants charged to the Regional Office funds. Transportation and per diems of SDO participants shall be charged to local funds subject to accounting and auditing rules and regulations.

For information, dissemination and strict compliance.