



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
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DIVISION MEMORANDUM

NO. 123 **S.** 2023

TO :

ALL SECTION HEADS
ADMINISTRATIVE OFFICERS II
NON-IUs ADAS III (Senior Bookkeepers)
NON-IUs ADAS II (Disbursing Officers)
ADMINISTRATIVE AIDE IV (Liaison Officer)
ACCOUNTING UNIT STAFF
CASH UNIT STAFF
This Division

FROM : *Edilberto L. Oplenaria*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **COORDINATION MEETING WITH THE ADAS III, ADAS II, ADA IV AND AO's II**

DATE : **March 09, 2023**

1. Please be informed that there will be a **Coordination Meeting with the ADAS III (Senior Bookkeepers), ADAS II (Disbursing Officers), Administrative Aide IV (Liaison Officers) and Administrative Officers II** of this Division on **March 14, 2023 (Tuesday), 8:00 am to 5:00 pm** at **Evergreen Gardens, Esperanza, Bacolod, Lanao del Norte**.
2. Listed hereunder are the following agendas of the meeting:
 - a. Travel claims and scheduling of ADAS III, ADAS II, ADA IV, and AO II
 - b. Issues and concerns on the procurement and liquidation of school's cash advances
 - c. Administrative and financial related matters
3. This **Memorandum shall serve as the Authority to Travel**. Meals and snacks of the participants will be served during the meeting while traveling expenses will be charged against Division MOOE fund subject to the usual accounting and auditing policies, rules and regulations.



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4. Participants are required to strictly observe the health protocols such as physical distancing and wearing of face masks.
 5. Immediate dissemination and compliance to this Memorandum is directed.
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