



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

1 SEPTEMBER 2020

DIVISION MEMORANDUM

No. 203 s. 2020

Orientation on Finance Services Procedures and Updates (New Normal)

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Unit/Section
 SDO Selected Personnel
 All Others Concerned

1. To deliver quality services and continuous improvement that will result to client satisfaction, the Finance Service Unit shall conduct an Orientation on Finance Services Procedures and Updates (New Normal) on September 8, 2020.
2. It aims to have a thorough understanding of finance services process flow, re-orient to new rules and regulations under the new normal and familiarize and learn new forms use in the finance service unit.
3. In connection to this, Chief Education Supervisors, Unit Heads are required to attend the face-to-face format session from 8:30-12:00noon and SDO Selected Personnel from 1:00-4:00pm.
4. Immediate dissemination of this memorandum is desired.

For:

ANIANO M. OGAYON, CESO V
 Schools Division Superintendent

By:

RANDY D. PUNZALAN
 OIC-Assistant School Division
 Superintendent

Encl.:

As stated



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