



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

27 Mar 2024

NOTICE OF MEETING

Tracking No: 071


**MEETING WITH THE SCHOOL HEADS RE: SUBMISSION OF LIQUIDATION
REPORTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools (Non-IUs)
Administrative Officers II
Administrative Assistant II and III
All Others Concerned

Please be informed that there will be a meeting on **March 27, 2024 at 10:00 in the morning** via Google Meet using this link <https://meet.google.com/urh-bmxj-wpk> to discuss the following agenda:

1. Summary of Expenditures
2. Disbursement Voucher
3. Purchase Order
4. Other matters

Your 100% attendance is hereby enjoined.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent