



Republic of the Philippines  
Department of Education  
Negros Island Region

**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**

Tayum St., Brgy 8, Kabankalan City, Negros Occidental

Tel. No. (034) 471-2003 / (034) 471-2454



**DIVISION MEMORANDUM**

No. 284, s. 2018

To: School Heads with Finance Personnel  
All Finance Personnel


Date: December 3, 2018

Subject: **SEMINAR-WORKSHOP ON REVISITING FINANCE PERSONNEL ROLES, FUNCTIONS AND OTHER RELATED CONTENT TO FINANCE PERSONNEL**

1. The Division Office will conduct a Seminar-Workshop on Revisiting Finance Personnel Roles, Functions and other Related Content on December 12 to 14, 2018 at Zaycoland Resorts and Hotel, Kabankalan City.
2. Participants of this activity are the following:

School/Office	No. of Participants
10 IU Schools	10 ADAS III (Bookkeeper)
	10 ADAS II (Disbursing Officer)
5 Non IU Schools (Secondary)	5 ADAS III (Bookkeeper)
	5 ADAS II (Disbursing Officer)
5 Non IU Schools (Elementary)	5 ADAS III (Bookkeeper)
	5 ADAS II (Disbursing Officer)
11 Senior High Schools	11 ADAS II
	4 AO II
Division Office	15 personnel

3. A registration fee of P1,500 per participant shall be collected on or before December 10, 2018.
4. Please confirm your attendance at the division accounting office on or before December 10, 2018.
5. Registration fee and travelling expenses of the participants shall be charged to School MOOE/Division MOOE subject to the usual government accounting and auditing rules.
6. For widest dissemination.

  
**MA. LORLINE M. ORTILLO, CESO VI**  
Schools Division Superintendent 