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Republic of the Philippines

Department of Education

Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0148

To : **GLENN B. SEPARIS, CPA, MBA, CESE**
Accountant III

Subject : **ATTENDANCE TO THE CONDUCT OF WORKSHOP ON THE PREPARATION OF OFF-BOOKS ADJUSTMENTS**

Date : October 21, 2024

Attached herewith is Regional Memorandum FD-2024-042 dated October 15, 2024 relative to the Conduct of Workshop on the Preparation of Off-Books Adjustments, content of which is self-explanatory.

With this, you are hereby advised to attend the said workshop on **October 22-23, 2024** in the **Division of Island Garden City of Samal** (specific venue to be announced later).

Travel and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

OCT 22 2024

RECORDS SECTION-SDO PANABO CITY
BY 

Enclosed as stated.
OSDS/gbs/mjcs



Republic of the Philippines
Department of Education
DAVAO REGION

October 15, 2024

REGIONAL MEMORANDUM
FD-2024-042

CONDUCT OF WORKSHOP ON THE PREPARATION OF
OFF-BOOKS ADJUSTMENTS

To: Schools Division Superintendents
Chief Administrative Officer - Finance Division

1. This refers to the conduct of Workshop on the Preparation of Off-Books Adjustments on October 22-23, 2024 in the Division of Island Garden City of Samal at a venue to be announced later. The participants are the Accountants of the Regional Office and Schools Division Offices.
2. The payment of meals and accommodation shall be charged to the funds downloaded by the Regional Office to the Schools Division of IGACOS while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
3. For information, guidance and compliance.

ALLAN G. FARNAZO
Director

ROB2/kcd

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: _____ Date: _____ Oct. 17, 2024
Time: _____

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