



Republic of the Philippines

Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0022

To : Assistant Schools Division Superintendent
Division Accountant
All concerned

Subject : **CONDUCT OF ORIENTATION ON TAX SYSTEM**

Date : February 14, 2025

Attached herewith is Regional Memorandum No. FD-2025-009 dated February 7, 2025 relative to the Conduct of Orientation on Tax System on **February 20-21, 2025** at **NEAP R-XI, Quirino St., Davao City**.

With this, **Glenn B. Separis, CPA, CESE** – Accountant III, and **Jenybelle P. Andrade** – Administrative Assistant II, are advised to attend the said orientation and are required to bring their laptops and extension wires.

Travel expenses are chargeable against local funds while expenses for meals, venue, and lodging are chargeable against Regional Office funds, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.


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


RELEASED

FEB 18 2025

RECORDS SECTION, RDO PANABO CITY
BY 

Enclosed as stated
OSDS/gbs/mjcs



Republic of the Philippines
Department of Education
DAVAO REGION

February 07, 2025

REGIONAL MEMORANDUM
FD-2025-009

CONDUCT OF ORIENTATION ON TAX SYSTEM

To: The Schools Division Superintendents

1. This Office will be conducting the Orientation on Tax System on **February 20-21, 2025** at NEAP R-XI, Quirino St., Davao City. The participants are the following:

Regional Office	Schools Division Offices
Chief Administrative Officer, FD	Division Accountant
Supervising Administrative Officer, FD	One (1) Accounting Staff
Accountants and Accounting Staff	

2. This activity aims to:

- Introduce the Tax System;
- Demonstrate the features of the system;
- Provide hands-on training;
- Clarify questions & concerns;
- Outline the implementation process among SDOs.

3. The first meal to be served is dinner on February 20, 2025 and the last meal to be served is afternoon snacks on February 21, 2025. Participants who are not from Davao City are strictly required to avail the accommodation on Day 0 in order to start the activity at exactly 8:00am on February 21, 2025. Also, participants are required to bring their laptops and extension wires since this will be a hands-on training.

4. Travelling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations while expenses for meals, venue, and lodging are chargeable against Regional Office funds.

5. For information, guidance, and strict compliance.

DEPARTMENT OF EDUCATION - ROXI
RECORDS SECTION
RELEASED

Rob10/fmp

Feb. 12, 2025
45522

ALLAN G. FARNAZO
Director IV



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