



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOAGA DEL NORTE
Dipolog City, 7100

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLONG CITY, 7100

RELEASED

SEP 28 2018

MEMORANDUM

TO : Secondary School Principals (IU)
Central Schools Principals
Administrative Assistant II & III
All Personnel Concerned

From : Office of the Schools Division Superintendent

Subject : One Time Final Orientation and Capacity Building on Payroll Preparation

Date : October 1, 2018

In view of the downloading of the payroll preparation to the Division Office as well as to some Secondary Schools (IU), a Final Workshop and Capacity Building will be conducted by the RPSU Team in order for the payroll task force under the Division to familiarize and to further walk through the system. This is for the full implementation of the payroll preparation (supplementary) starting October 2018.

The workshop will be conducted on October 5, 2018. The venue will be announced later. It will be participated by the selected ADAS-II of Central Schools and representatives from independent Secondary Schools (IU) as stipulated in the Travel Order.

Lunch and snacks shall be chargeable against the Division funds. While travel expenses of the participants shall be chargeable against their respective local school funds (MOOE).

Please be guided accordingly. For widest dissemination.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

9/28/18



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



AUTHORITY TO TRAVEL

TO: The following personnel, to wit;

No.	Name	Position	Station
1	HELEN E.TANGON	AO V	DIVISION OFFICE
2	MARYLYNNE B.BAYRON	AO IV	DIVISION OFFICE
3	ARVIE M. OMPOY	ACCOUNTANT III	DIVISION OFFICE
4	DIANNE MATABALAN	ADAS II	DIVISION OFFICE
5	CARMELE S. BASTASA	ADAS II	DIVISION OFFICE
6	STEENIE JEAN MARDENCIAL	ADAS III	GODOD DIST.(SUPPORT STAFF)
7	JEMIMA GARAY	ADAS III	PINAN NHS
8	ARLON EUSTAQUIO REYES	ADAS III	MANUKAN NHS
9	MARILOU MONDARTE	ADAS III	SNAS
10	JOSEVINIA BAYRON	AO II	SNAS
11	JED A. NIEVES	AO III	SNAS
12	MARIA FE BULATAO	ADAS III	SINDANGAN NHS
13	BJEL S. ORA	DO II	SINDANGAN NHS
14	JOHN BERNARDINE CABILIN	CLERK	SINDANGAN NHS
15	REYNANTE T. CALAGO	ADAS III	LILOY NHS
16	JAIME F. SALADAGA	DO II	LILOY NHS
17	VON BRYAN B. BACANG	AO II	LILOY NHS
18	GODILLA G. TINAAN	ADAS II	SILawe CS
19	JEANETTE B. TACTACON	ADAS II	LA LIBERTAD CS
20	LILYFLOR B. APURADO	ADAS II	SIBUTAD CS
21	VANNE OLIVE M. AGNIS	ADAS II	KATIPUNAN CS
22	SHAREE J. CORDERO	ADAS II	DOHINO B CS
23	REINAR BONTIGAO	ADAS II	PONOT CS
24	AIRAH R. ALBURO	ADAS II	JUAN BUGARIN CS
25	SHIELA MALINGIN	ADAS II	SPDS
26	BEVERLY B. ZATAS	ADAS II	BACUNGAN CS
27	FATIMAH M. BASA	ADAS II	GUTALAC CS
28	GENEVIEVE PIALA	ADAS II	SALUG CS
29	GERARDO APALE	ADAS II	LINAY CS

Purpose of Travel: *TO ATTEND THE ONE TIME ORIENTATION & CAPACITY BUILDING ON PAYROLL*

PREPARATION

Venue: TBA

Destination: DIPOLOG CITY

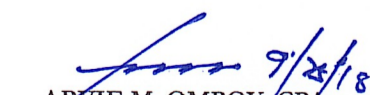
Inclusive Dates: OCTOBER 5, 2018

Fees/Registration: FREE


Charges/Source of Funds: **Transportation expenses, per diems & other incidental expenses for all personnel of Division Office shall be charged against appropriate object of expenditures under the division office MOOE funds . While it is understood that all Secondary School Implementing and Non-Implementing Units Personnel shall charged the same to their respective MOOE (Local School Funds) subject to the usual existing state accounting and auditing rules and regulations.**

Date Prepared: Tuesday, September 25, 2018

Requested by:


ARVIE M. OMPOY, CPA
Accountant III

Approved by:


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent