



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



**DIVISION MEMORANDUM**  
No. 032, s. 2015

JAN 19 2015

**ORIENTATION-CONFERENCE OF NEWLY-HIRED ADMINISTRATIVE ASSISTANT III  
(SENIOR BOOKKEEPERS) AND ADMINISTRATIVE ASSISTANT II  
(DISBURSING OFFICERS)**

To: Assistant Superintendent  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. All newly-hired Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) deployed in different Districts and Secondary Schools in Cebu Province Division are hereby directed to attend the scheduled orientation-conference regarding the duties and functions of Senior Bookkeepers/Disbursing Officers on January 21, 2015 at the Division Social Hall, from 8:00 A.M. – 5:00 P.M.
2. Travelling and other incidental expenses incurred by participants relative to the aforementioned activity shall be charged against Division Training funds, subject to its availability and the usual accounting and auditing rules and regulations.
3. The Accounting Section shall be the one in charged in the preparation of the venue, EMIS Section for the Sound System and the Disbursing Section for snacks and lunch of the participants.
4. This Memorandum shall serve as Authority to Travel of the participants.
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng 15

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