



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
BEA RIZ G. TORNO
Director III

SUBJECT : SUBMISSION OF PERTINENT DOCUMENTS OF NEW IMPLEMENTING UNITS (IU's) REQUESTING ISSUANCE OF AGENCY CODE

DATE : October 8, 2014

In compliance with the Regional Office submission of your Division's request for the issuance of Agency Code in your respective New Implementing Units (New IU's), we are reiterating the submission of your pertinent documents not later than **October 16, 2014** at the Budget and Finance Division in two (2) copies duly signed by the Schools Divisions Superintendents,

Division Accountants will take charge of validating the documents before submission to the Regional Office to avoid discrepancies in our submission to the Central Office.

For compliance.

Received: Joseph
10/13/14
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