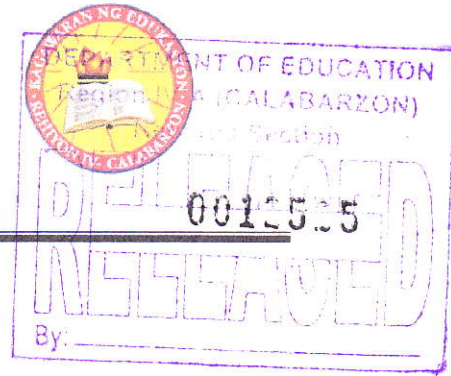




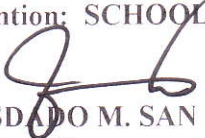
Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

Gate 2, Karangalan Village, Cainta Rizal
Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
(Attention: SCHOOL DIVISION ACCOUNTANTS)

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : One-Day Training on the Use of Supplementary Payroll Using the Enhanced Database and Other Issues and Concerns (Budget and Accounting)

DATE : October 22, 2014

In connection with some updates and development of the current database on the use of Supplementary Payroll in the Regional Payroll and Services Unit (RPSU), the Finance Division will conduct a **One-Day Training on the Use of Supplementary Payroll Using the Enhanced Database and Other Issues and Concerns (Budget and Accounting)** on **October 27, 2014; 9:00 A.M.** at the Regional Office Conference Room, Gate 2, Karangalan Drive, Cainta, Rizal.

Participants to this activity are the **Schools Division Accountants** and an **Alternate (At least 2 - One (1) for the Elementary and One (1) for the Secondary)** to ensure that the results of this training will improve our Regional Office services to teaching and non-teaching personnel in all divisions.

Each participant must bring their own Laptops and extension cords to ensure the smooth flow of information on the system.

Travel expenses related to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Your attendance is hereby enjoined.

Received: Joseph
10-29-14
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