

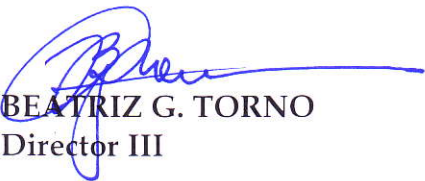


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A (CALABARZON)
Gate 2 Karangalan Drive
Cainta, Rizal



**URGENT
MEMORANDUM**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
BEATRIZ G. TORNO
Director III

SUBJECT : ORIENTATION ON RECONCILIATION OF PBB 2013 REPORT

DATE : November 20, 2014

There will be an Orientation on Reconciliation of PBB 2013 Report on November 21, 2014 from 9:00 AM to 5:00 PM to be held in the Regional Office Conference Room, DepEd Region IV-A, Gate 2, Karangalan Drive, Cainta, Rizal.

Two (2) participants per Schools Division Office (SDO) are requested to attend, *specifically those who were involved in the preparation of the PBB 2013 and SALN 2012 Report.*

Participants must bring the following: Hard and soft copies of the Final SALN COC, Individual and School PRET (Forms 1.0 and 2.0) Elementary level, Report on the Number of Eligible Employees (Teaching, Non-Teaching & Teaching Related), NAT report SY 2011-2012, 2012-2013, simple drop-out rate SY 2011-2012, 2012-2013 for Secondary level, NOSCA copy of the newly appointed employee, CY 2013, and flash drive (USB)/external drive.

The first meal to be served is breakfast and the last meal is PM snack.

Expenses incident to this travel shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

ATTENDANCE IS A MUST.

For strict compliance.

Received: Joseph
11-20-14
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