



Republic of the Philippines  
 Department of Education  
**REGION IV-A CALABARZON**  
 Gate 2 Karangalan Village  
 1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS OF CALABARZON  
 BATANGAS CITY, CALAMBA CITY, LUCENA CITY, SANTA ROSA CITY  
**Attention: SDO Accountants and Concerned RO Finance Personnel**



**FROM :** *Carito D. Rocafort*  
 CARITO D. ROCAFORT  
 OIC-ARD

**SUBJECT :** MEETING WITH DBM RE: LAPSED NCA AS OF DECEMBER 31, 2018

**DATE :** February 18, 2019

- Please be informed that DBM IV-A will conduct a meeting re: Lapsed NCA as of December 31, 2018 on February 19 & 21, 2019 at DBM IV-A Conference Room, Gen. Solano St., San Miguel, Manila. Below is the schedule of meeting for schools division's offices concerned.

RO/SDO	Date	Time
1) Regional Office Proper	Feb. 19 and 21, 2019	8:00 – 12:00 NN
2) Cavite	Feb. 19, 2019	8:00 – 12:00 NN
3) Quezon	Feb. 19, 2019	1:00 – 5:00 PM
4) Batangas	Feb. 19, 2019	1:00 – 5:00 PM
5) Santa Rosa City	Feb. 19, 2019	1:00 – 5:00 PM
6) Lucena City	Feb. 21, 2019	8:00 – 12:00 NN
7) San Pablo City	Feb. 21, 2019	8:00 – 12:00 NN
8) Calamba City	Feb. 21, 2019	1:00 – 5:00 PM
9) Batangas City	Feb. 21, 2019	1:00 – 5:00 PM

- Attendees to this meeting are the schools division offices accountants and concerned regional personnel from the Finance Division. Expenses incurred to this meeting shall be charged against their respective school division office funds, subject to the usual accounting and auditing rules and regulations.
- Please bring original copies of your justifications with complete supporting documents.
- Please be guided accordingly.



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