



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



14 March 2022

**Regional Memorandum**

**COORDINATION MEETING ON THE NEW PROCESS ON PAYMENT AND  
ACCOUNTING OF INSPECTION FEES OF PRIVATE SCHOOLS APPLYING  
FOR GOVERNMENT PERMIT AND RECOGNITION**

To **Schools Division Superintendents**  
**Chief, Administrative Division**  
**Chief, Finance Division**  
**QAD Personnel**

1. This Office announces the conduct of a coordination meeting of regional and division personnel to discuss the details of the Regional Memorandum No. 94, s. 2022. The meeting will be held on March 23, 2022, 9:00 AM-12:00 Noon via Google Meet (**Link: [bit.ly/05CoordinationMeeting](https://bit.ly/05CoordinationMeeting)**).
2. Participants to this activity are the Accountants (RO and SDO), Cashiers (RO and SDO), Budget Officer (RO), In-charge of Private Schools (SDO), Chiefs of Finance Division and Administrative Division and QAD personnel. They are advised to register not later than March 18, 2022 thru **[bit.ly/ProcessonPayment](https://bit.ly/ProcessonPayment)**.
3. The indicative activities are provided in the enclosure. For further details, kindly contact Buenalyn M. Manuel, QAD Education Program Supervisor thru 09178885857.
4. For immediate dissemination to and strict compliance of all concerned.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

QAD/bmm



**"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773

**Website:** [depedcalabarzon.ph](https://depedcalabarzon.ph)

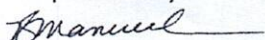
**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

## INDICATIVE ACTIVITIES


<b>Time</b>	<b>Activities</b>	<b>Facilitator/In-charge</b>
9:00 – 9:30	Preliminaries	<b>ALLAIN B. ALVAREZ</b> Education Program Supervisor
9:30 – 9:40	Presentation of <b>Regional Memorandum No. 94, s. 2022: New Process on Payment and Accounting of Inspection Fees of Private Schools Applying for Government Permit and Recognition</b>	<b>BUENALYN M. MANUEL</b> Education Program Supervisor
9:40 – 10:10	Cashier's Matters	<b>SYRIL R. ZENAROSA</b> Administrative Officer V
10:10 – 10:40	Accountant's Matters	<b>LEA M. VILLALOBOS</b> Accountant III
10:40 – 11:45	<b>Open Forum</b>	
11:45 – 12:00	<b>Closing Program</b>	

Prepared by:


**BUENALYN M. MANUEL**

Education Program Supervisor

Noted:


**ELINOS S. GARCIA**

OIC-Chief, Quality Assurance Division