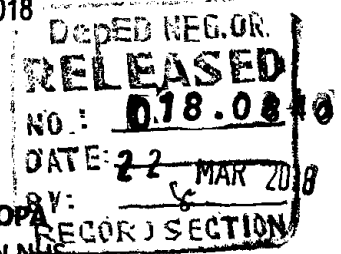


Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

January 9, 2018

TRAVEL ORDER
NO. 378, s. 2018



MA. JENNIFER PIODOS
ACCOUNTANT III

MARIA JINA TROPA
ADAS III, SIATON NHS

LYDIA CACAS
BUDGET OFFICER

ROSEMARIE CIMA FRANCA
ADA I, NOHS

ERIC RETES
AO II, DLANHS

RUSSEL KHO
ADAS III, BINDOY II

COSME BOHOL
REGISTRAR, MABINAY NHS

You are hereby informed of your travel to DepEd Ecotech Center, Cebu City to attend the Regional Annual Seminar-Workshop on the Preparation of the 2017 Year End Financial and Budgetary Reports on January 15-19, 2018.

All expenses for board and lodging of participants shall be chargeable against the Regional Office funds while travelling expenses of Division Office participants shall be chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations.

First meal shall be breakfast on the first day of training (January 15, 2018) while last meal to be served shall be afternoon snacks on the last day (January 19, 2018).

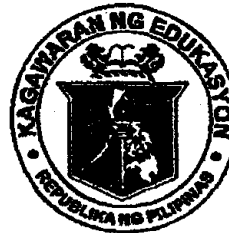
For your information, guidance and compliance.

SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director
Concurrent Schools Division Superintendent

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REPUBLIKA NG FILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 1020, s. 2017

JAN 04 2018

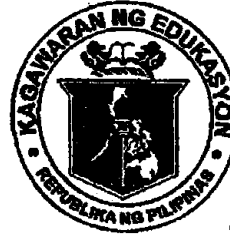
**REGIONAL ANNUAL SEMINAR-WORKSHOP ON THE PREPARATION OF THE
2017 YEAR END FINANCIAL AND BUDGETARY REPORTS**

To: Schools Division Superintendents
Regional Office Finance Division personnel
Division Office Budget Officers
Division Office Finance Personnel

1. The DepEd Central Office will be conducting its National Seminar/Workshop on the Preparation of CY 2017 Year- end Financial Reports on January 29 to February 2, 2018.
2. In line with this, the DepEd RO VII Finance will conduct its own Regional Seminar Workshop on the Preparation of CY 2017 Year-end Financial and Budgetary Reports on January 15-19, 2018 at DepEd Ecotech Center Cebu, Cebu City.
3. All expenses for board and lodging of participants shall be chargeable against the Regional Office funds while travelling expenses of Division Office participants shall be chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations.
4. There will only be a limited number of 8 participants per Division Office since the seminar will be charged to Regional Office funds.
5. First meal shall be breakfast on the first day of training (January 15, 2018) while last meal to be served shall be afternoon snacks on the last day (January 19, 2018).



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6. All participants are expected to bring the following:
 - a. Laptops/ desktops
 - b. Extension cords
 - c. Rewritable cds
 - d. Portable wifi (optional)
7. To ensure that the seminar/workshop achieves its objectives, all Divisions are expected to submit in soft and hard copier their expected reports at the end of the said seminar. (Please see attached reports to be submitted).
8. Each Division shall submit an official list of participants broken down into male and female on or before January 8, 2018 to Mrs. Maria Loreen Ayuda of the Regional Office to facilitate the rooming list. No direct bookings will be entertained by DepEd Ecotech Center.
9. Attendance and participation, in the form of report submission, is expected.
10. For immediate dissemination and strict compliance.

Juliet A. Jeruta
JULIET A. JERUTA

Director III

OIC- Office of the Regional Director

JAJ/ATB/mta