



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-ms

To : **CHRISTINE JOY SALOMON**
Accountant I

BONAFE CATHRINE B. RABAYA
Administrative Officer II

Subject : **ATTENDANCE TO THE WORKSHOP ON THE PREPARATION OF
OFF-BOOKS ADJUSTMENTS**

Date : October 21, 2024

You are hereby requested to attend the Workshop on the Preparation of Off-Books Adjustments on October 22-23, 2024 in the Division of Island Garden City of Samal at a venue to be announced later.

Payment of meals and accommodation shall be charged to the funds downloaded by the Regional Office to the Schools Division of IGACOS while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
24-70768
DATE: OCT 22 2024 TIME: 8:53 AM
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Republic of the Philippines
Department of Education
 DAVAO REGION

Schools Division of Digos City
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 BY: *[Signature]*

October 15, 2024

REGIONAL MEMORANDUM
 FD-2024-042

**CONDUCT OF WORKSHOP ON THE PREPARATION OF
 OFF-BOOKS ADJUSTMENTS**

To: Schools Division Superintendents
 Chief Administrative Officer - Finance Division

1. This refers to the conduct of Workshop on the Preparation of Off-Books Adjustments on October 22-23, 2024 in the Division of Island Garden City of Samal at a venue to be announced later. The participants are the Accountants of the Regional Office and Schools Division Offices.
2. The payment of meals and accommodation shall be charged to the funds downloaded by the Regional Office to the Schools Division of IGACOS while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
3. For information, guidance and compliance.

ALLAN G. FARNAZO
 Director

DEPARTMENT OF EDUCATION ROX
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RELEASED

By: *[Signature]*
 Date: Oct. 17, 2024
 40173

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