

#### Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

#### Office of the Schools Division Superintendent

#### **DIVISION MEMORANDUM**

OSDS-2024 337

To : JAYSON G. GEBANA

Administrative Assistant II

Subject:

ATTENDANCE TO THE PROPERTY AND SUPPLY MANAGEMENT

SYSTEM (PSMS)

Date:

October 17, 2024

Due to the transfer of Noreliza Misal, you are cordially invited to attend the Property and Supply Management System (PSMS) training, scheduled for October 22-25, 2024, at the COA Regional Training Center, COA Regional Office No. XI, Buhangin, Davao City.

Please ensure that you obtain the necessary travel authority for this purpose. Travel expenses will be charged to local funds, in accordance with standard accounting and auditing rules and regulations.

For your information and guidance.

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

JeoEd Schools Division of Rugos Cre-

RECORDS LOCTION

71-73839

DATE: UCT 2 2 4024 TIME:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



### Republic of the Philippines

## Department of Education

**DAVAO REGION** 

Office of the Regional Director

October 21, 2024

#### **NORELIZA A. MISAL**

Municipal Accountant Municipal Government of Malalag Malalag, Davao del Sur

Dear Ms. Misal:

We cordially invite you to a farewell tribute to celebrate in your honor and send you well wishes as you embark on a new journey, to be held on October 22-23, 2024 in Island Garden City of Samal. This will be participated by the Accountants of the Schools Division Offices and our colleagues from the Regional Office Finance Division.

As the pillar in financial operations of the Division of Digos City during your stint as Accountant III, you have been a true asset and an integral part of the DepEd Region XI Finance Team and your invaluable services and contributions have been instrumental in the attainment of the organizational goals. Your achievement of the complex tasks at great lengths in your level is truly remarkable.

We look forward to your attendance to this significant and memorable event wholeheartedly organized by the Finance team which will be in a casual and relaxed setting filled with good vibes and positivity.

Very truly yours,

LORADEL L. BARICAUA

Chief Administrative Officer Finance Division



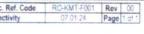






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# REPUBLIC OF THE PHILIPPINES COMMISSION ON AUDIT REGIONAL OFFICE NO. XI C.P. Garcia Highway, Buhangin, Davao City

5 SEP 2024

23 September 2024

Ms. MELANIE P. ESTACIO, PhD, CESO VI

OIC-Schools Division Superintendent DepEd-Digos City Schools Division Office Roxas St., Digos City

Dear Madame Estacio:

We wish to inform that the seminar-workshop on the **Property and Supply Management System (PSMS)** will be on **October 22-25**, **2024** at the COA Regional Training Center, COA Regional Office No. XI, Buhangin, Davao City. With this, we are confirming the attendance of the following personnel under your agency, viz:

- 1. Heidi B. Escalona
- 2. Roysen N. Gayud

Noreliza Misal

One-Time Replacement of Participant/s is allowed, just bring an Authority (Office Order/Memorandum, or its equivalent) on the first day of the training. Such document must be duly signed by the Head of the Agency.

Registration fee is \$\int\_{8},000.00\$ per participant to cover costs of the daily lunch with AM and PM snacks, training supplies and other incidental expenses. Please make your cheque payable to COA RO XI. Strictly, registration on the first day shall be from 7:30AM until 8:30AM.

Agencies with confirmed participants who fail to attend this seminar without prior notice will be billed for \$2,000/day, since reservation for the food of said participants is made in advance as well as the preparation of all training materials. For other inquiries or details, you may call our Training Specialist, Ms. Vanessa R. Pinsoy at telephone number (082) 241-2943 to 45 local 1117.

Thank you.

Very truly yours,

Director III Officer-in-Charge

EAAJ/AGL/LCP/vrp