



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent


DIVISION **MEMORANDUM**
OSDS-2024- 061

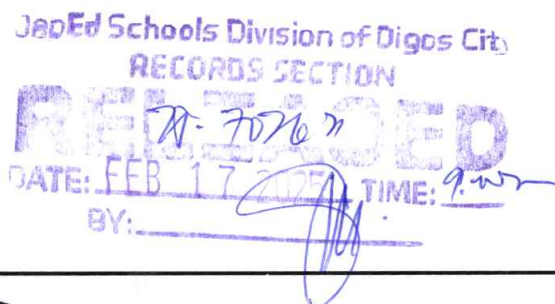
To : MA. FLORINEL G. GALLARDO-Accountant III
JOHN PAUL CAMINGAWAN-Accounting Staff

Subject : **CONDUCT OF ORIENTATION ON TAX SYSTEM**

Date : February 14, 2025

1. In reference to the Regional Memorandum FD-2025-009 dated February 07, 2025 re: Conduct of Orientation on Tax System, you are hereby directed to attend the said activity on February 20-21, 2025 at NEAP ROXI, Quirino St., Davao City.
2. The first meal to be serve is dinner on February 20, 2025 and the last meal to be served is afternoon snacks of February 21, 2025. Participants who are not from Davao City are strictly required to avail the accommodation on Day 0 in order to start the activity at exactly 8:00 am on February 21, 2025. Also, participants are required to bring their laptops & extension wires since this will be a hands-on training.
3. Travelling expenses of the participants are chargeable against local funds subject to usual accounting and auditing rules and regulations while expenses for meals, venue and lodging are chargeable against Regional Office funds.
4. For information, guidance and strict compliance.


MELANIE E. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos Ci.
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February 07, 2025

REGIONAL MEMORANDUM
 FD-2025-009

CONDUCT OF ORIENTATION ON TAX SYSTEM

To: The Schools Division Superintendents

1. This Office will be conducting the Orientation on Tax System on February 20-21, 2025 at NEAP R-XI, Quirino St., Davao City. The participants are the following:

Regional Office	Schools Division Offices
Chief Administrative Officer, FD	Division Accountant
Supervising Administrative Officer, FD	One (1) Accounting Staff
Accountants and Accounting Staff	

2. This activity aims to:

- a. Introduce the Tax System;
- b. Demonstrate the features of the system;
- c. Provide hands-on training;
- d. Clarify questions & concerns;
- e. Outline the implementation process among SDOs.

3. The first meal to be served is dinner on February 20, 2025 and the last meal to be served is afternoon snacks on February 21, 2025. Participants who are not from Davao City are strictly required to avail the accommodation on Day 0 in order to start the activity at exactly 8:00am on February 21, 2025. Also, participants are required to bring their laptops and extension wires since this will be a hands-on training.

4. Travelling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations while expenses for meals, venue, and lodging are chargeable against Regional Office funds.

5. For information, guidance, and strict compliance.

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
 Director IV *[Signature]*

Rob10/fmp

By: *[Signature]*
 Date: Feb. 12, 2025
 45522



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