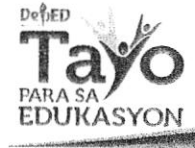




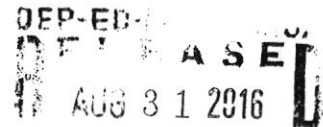
Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



August 31, 2016

DIVISION MEMORANDUM

No. 227, s.2016



RECORDS SECTION

TO : Secondary School Heads- Senior High School
Other Concerned

4-DAY DIVISION SEMINAR-WORKSHOP ON THE APPLICATION OF THE GOVERNMENT ACCOUNTING MANUAL (GAM) FOR ADMINISTRATIVE OFFICER II AND ADMINISTRATIVE ASSISTANT II OF SENIOR HIGH SCHOOLS AND SDO ACCOUNTING STAFF

1. The Schools Division Office Accounting Section and Cash Unit in collaboration with the Commission on Audit will conduct a 4-Day Division Seminar-Workshop on the Application of GAM for Senior High Schools in **three (3) batches to be held on September 20-23, October 11-14 and October 18-21, 2016** respectively. *Venue: Farmers Training Center, NIA-UPRIIS, Cabanatuan City*
2. In this regard all newly hired Administrative Officers and Administrative Assistants assigned in various senior high schools as well as the division's accounting staff are required to attend the said seminar.
3. A registration fee of Four Thousand Pesos (Php 4,000.00) will be collected from each participant to cover expenses for the venue, kit, training materials and full meals and snacks of the participants and resource persons chargeable against the school's fund and subject to usual accounting and auditing procedures.
4. Immediate dissemination of this Memorandum is desired.

RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



DEPT. OF EDUCATION - NUEVA ECIJA
RELEASED
SEP 06 2016
RECORDS SECTION

August 25, 2016

RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent
Schools Division of Nueva Ecija
Cabanatuan City, Nueva Ecija

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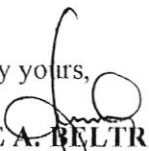
Sir:


This is to request **Authority to Travel** for the 4-Day Division Seminar-Workshop on the Application of GAM for Administrative Officer II and Administrative Assistant II of Senior High Schools and SDO Accounting Staff in **three (3) batches to be held on September 20-23, October 11-14 and October 18-21, 2016** respectively at the Farmers Training Center, NIA UPRIIS, Maharlika Highway, Cabanatuan City.

Attached is the list of participants for your approval.

Thank you very much.

Very truly yours,


GLACIE A. BELTRAN
AO IV, Cash Unit


MARAH M. PACSON
Accountant III