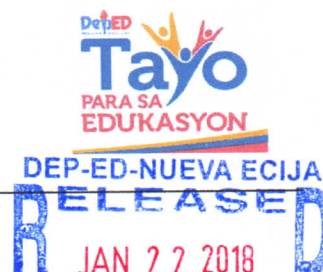




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



DIVISION MEMORANDUM

No. 19 s. 2018

RECORDS SECTION

TO : **Division Personnel**
Administrative Assistant III
[Signature]

FROM : **RONALDO A. POZON, Ph.D., CESO V**
Schools Division Superintendent *[Signature]*

SUBJECT : **Meeting Cum Workshop of all Administrative Assistant III**
assigned on Central Schools and Junior High Schools
without Fiscal Autonomy

DATE : January 22, 2018

Please be informed that the Accounting Office will hold a Meeting cum workshop for all Administrative Assistant III assigned on Central Schools and Junior High Schools without Fiscal Autonomy on January 26, 2018 at New SDO Conference Hall, Sta. Rosa, Nueva Ecija.

Main agenda of the meeting are as follows:

1. Addendum to the existing Duties & Responsibilities of Administrative Assistant III to enhance/improve Financial Reporting particularly monthly Maintenance & Other Operating Expense (MOOE) liquidation report;
2. Reminding all Administrative Assistant III, the full compliance/observance to previously issued memorandum (Designation of Newly Hired ADAS II & ADAS III dated 02 October 2017);
3. Discussion/workshop among all Administrative Assistant III (under Secondary Schools) in preparation to Fiscal Autonomy.

Travelling expenses shall be charged to MOOE fund subject to the existing accounting rules and regulations.

Registration will start at 7:30 am for the morning session and 1:00 pm for the afternoon session. Schedule of participants are as follows:

- Central School/District ADAS III- Morning session
- ADAS III assigned on Junior High Schools without fiscal autonomy- Afternoon session

Attendance of all concerned is required.

