




Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapanang Panrehiyon



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REGIONAL MEMORANDUM
No. 090 s. 2016

TO : Schools Division Superintendents
Assistant Schools Division Superintendents/ OIC

FROM : 
ATTY. ALBERFO T. ESCOBARTE, CESO IV
Regional Director

SUBJECT : Coordination Meeting with Administrative Officers, HRMOs, Budget Officers and Accountants

DATE : May 2, 2016

Department of Education
Regional Office XI
RECORDS SECTION
RELEASED
By: 
Date: 5/10/16

1. There will be a Coordination Meeting with Administrative Officers, HRMOs, Budget Officers and Accountants on **May 12, 2016 (8:00 am – 04:00 pm)** at Diamond Hall, DepEd-NEAP XI., Quirino Ave., Davao City.
2. The objective of the meeting is to discuss concerns pertaining to Personnel Action, Movements and Benefits Management.
3. Every division must bring a hard copy of their updated PSIPOP to be used during the discussion.
4. Participants to this meeting are the following:

	Office	No.	Personnel
1.	Davao City	4	AO V (Admin. Officer & Budget Officer), AO IV (HRMO), Accountant
2.	IGACOS	4	
3.	Panabo City	4	
4.	Tagum City	4	
5.	Davao del Norte	4	
6.	ComVal	4	
7.	Davao Oriental	4	
8.	Mati City	4	
9.	Digos City	4	
10.	Davao del Sur	4	
11.	Regional Office	5	Chiefs - Admin Div. & Finance Div, AO V (BO III & HRMO III), AO IV (Personnel)
TOTAL		45	

5. All participants are expected to be at the venue before 8:00 a.m., the meeting will start at exactly 8:00 a.m.
6. Travel expenses related to the attendance of the above meeting shall be charged to local funds while meals shall be charged against the Regional funds subject to the usual accounting rules and regulations.
7. Immediate dissemination of this memorandum is desired.