



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
No. 82 Military Cut-Off, Baguio City
Tel. No.: 446-0275 Fax: (074) 442-7819



DIVISION OF
BAGUIO CITY
JAN 30 2017
RELEASED

Division Memorandum
No. 41 s. 2017

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teacher – In - Charge
Non-Teaching Personnel
All Others Concerned

From: **Atty. AUGUSTIN P. LABAN III**
OIC-Schools Division Superintendent

Subject: **Orientation of the preparation of Monthly Reports for Payroll**

Date: January 30, 2017

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1. To facilitate and guide the personnel-in-charge at the school in the preparation of monthly reports for payroll, an orientation will be conducted on **February 1, 2017 (Wednesday) at 9:30** in the morning at the Division Office, Conference Hall.
 2. Immediate dissemination and strict compliance with this Memorandum is directed.