



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road Extension, Baguio City



OFFICE MEMORANDUM

No. 17/s. 2017

To : BUDGET UNIT
CASH UNIT
ACCOUNTING UNIT
BAC MEMBERS

FROM : 
FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent 

Subject: STAFF MEETING

Date: July 17, 2017

This is to inform the field that there will be a Meeting on July 17, 2017 (Monday) to be held at the Division Office Conference Hall, second floor, starting at 2:00 p.m.

AGENDA:

1. Presentation of work flow.
2. Presentation of financial reports.

The offices in charge shall present the financial status of the Division. Also, the unit/s shall present their work flow.

For compliance.