



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY

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DIVISION MEMORANDUM

No. 36, s. 2018

To: District Coordinating Principals
Principals/SHS Assistant Principals/ Head Teachers
Public Elementary and Secondary Schools
Administrative Assistants
This Division

From: **JEAN G. VELOSO**
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

Subject: **URGENT MEETING WITH SCHOOL HEADS,
ADMINISTRATIVE ASSISTANTS AND DIVISION OFFICE
CONCERNED PERSONNEL**

Date: February 12, 2018

1. This Office informs the field for the schedule of Meeting on February 13, 2018 at 1:00 PM to 5:00 PM for the following agenda:
 - a. New Templates prescribed by GAM
 - b. Computation of Withholding Taxes
 - c. Updates on HR Issues
 - d. GSIS Matters
 - e. Other matters relevant to Financial Management
2. Participants to this meeting are ASDS, Administrative Officer V, Accountant, Budget Officer, Cashier, Supply Officer, IT Officer, HRMO, all full-fledged School Administrators and Administrative Assistants.
3. Immediate and wide dissemination of this Memorandum is enjoined.