



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete Street, Mantic, Tangub City



e-mail: tangub.city@deped.gov.ph/website: www.depedtangub.net Telephone (088)545-0304 Telefax: (088) 393 3372

June 19, 2018

DIVISION MEMORANDUM
No. 150, s. 2018

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

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

1. This Office informs the field for the schedule of Meeting on June 22, 2018 at 8:00 AM to 5:00 PM at the Division Conference Hall, for the following agenda:
 - a. Updates on Registration Requirements of Job Orders
 - b. Computation of Withholding Taxes
 - c. Clean-up for Salary Deductions
 - d. Cash Examination preparation
 - e. Other Matters:
 - e.1. Phil IRI Re-orientation
 - e.2. DOST Advocacy
 - e.3. Research and Innovations
 - e.4. Solid Waste Management
2. Participants to this meeting are ASDS, Administrative Officer V, Accountant, Budget Officer, Cashier, Supply Officer, IT Officer, HRMO, a number of Education Program Supervisors, Planning Officer III, all School Heads and Administrative Assistants. Administrative Assistants and other Division Office Personnel concerned shall attend in the morning only.
3. Registration fee of Php250.00 for whole day participants and Php200.00 for the morning participants to augment the meals & snacks chargeable to local funds subject to usual accounting, auditing rules & regulation.
4. Immediate and wide dissemination of this Memorandum is enjoined.

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC-Schools Division Superintendent