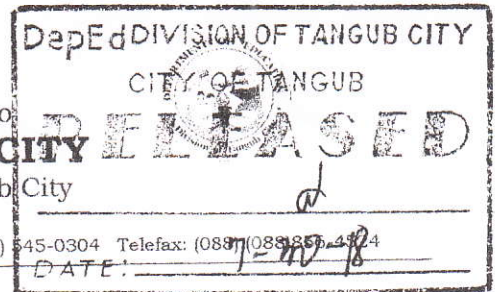




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 45-0304 Telefax: (088) 45-4124
DATE: July 26, 2018

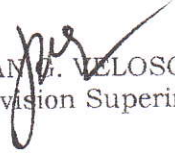
July 26, 2018

DIVISION MEMORANDUM
No. 198 S. 2018

**TRAINING ON FRONTLINE SERVICES FOR CUSTOMERS' DELIGHT
and FINANCIAL MANAGEMENT**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads and
All Division Personnel including ADAs and AAs.

1. Tangub City Division announces the holding of a one day training on Frontline Services for Customers' Delight and Financial Management relevant to the preparation of 2019 School Operating Budget (SOB), Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP), Work and Financial Plan, Annual Implementation Plan and Monthly Disbursement Program on July 31, 2018, Tangub City Division Function Room.
2. This training aims to achieve the following objectives:
 - a. revisit the basic frontline services giving delight to DepEd customers like; social graces, emotional intelligence, language of appreciation and reading anyone like a book.
 - b. prepare SOB, APP, PPMP, WFP, AIP and MDP at the end of the session.
3. School Heads, Bookkeepers and Disbursing Officers are requested to bring laptops and extension wires in the afternoon session.
4. All division personnel shall attend in the morning session.
5. Immediate and widest dissemination of this Memorandum is desired.


JEAN G. VELOSO
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SIGNATORIES

POLICY

OFFICE