




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 444, s. 2014

To : Integrated and Secondary School Heads
Public Secondary Schools

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : CAPACITATING SCHOOL HEADS AND SUPPORT STAFF ON
ADMINISTRATIVE MATTERS

Date : December 5, 2014

1. The Division Association of Public Secondary School Heads, Inc. (DAPSSHI) in coordination with the Department of Education, Sarangani Division will be conducting a two-day live out seminar on December 10-11, 2014 at Lola Sisay, Jose Catolico Sr. Avenue, General Santos City.
2. This seminar aims to update and orient participants with the policies and guidelines of CSC, HDMF, Philhealth, COA, GSIS, DBM and DepEd concerns. (Refer: enclosure no. 1)
3. Participants to this seminar are the integrated and Secondary School Heads, Disbursing Officers, Bookkeepers, Human Resource Officers and Teacher Association Presidents.
4. A registration fee of One Thousand Two Hundred Pesos (1,200. 00) shall be collected from each participant to defray expenses for meals and snacks and other incidental expenses. Registration fee and traveling expenses of the participants are chargeable against local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

