



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

June 20, 2025

DIVISION MEMORANDUM

No. 522 s. 2025

Consultative Meeting of SDO Personnel and School Heads on Financial Matters

TO: Assistant Schools Division Superintendent
Public School District Supervisors
School Principal/Head Teacher/Teacher-in-Charge (Non-IUs)
Planning Officer III & SEPS for Planning and Research
Accountant III
Administrative Assistant III (SDO-based personnel)
All Other Concerned

1. Please be advised that this office will hold a consultative meeting of SDO Personnel and the School Heads on Financial Matters on **June 23, 2025, at the Catanduanes State University (CSU) auditorium.**
2. The objectives of the consultative meeting are as follows:
 - a. Discuss relevant issues regarding financial matters that have impacted school operations.
 - b. Address primary concerns raised by the school regarding the process implemented by SDO.
 - c. Offer technical support to the schools regarding financial matters.
3. Participants will be charged Seven Hundred Pesos (Php 700) for the registration fee, which includes meals and venue costs. Any expenses incurred during the consultative meeting will be covered by local funds, in accordance with accounting and auditing rules and regulations.
4. It is strongly recommended that there be no proxies for participants.
5. Immediate dissemination of this Memorandum is desired.

By the authority of the Schools Division Superintendent:

DELFIN A. BONDAD, PhD
Public Schools District Supervisor
Office of the Assistant Schools Division Superintendent
Officer-in-Charge



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