



Republic of the Philippines  
**Department of Education**

Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
OSDS-BUD-UM-03-17-2023/MCT

TO : **Asst. Schools Division Superintendent**  
**Division Bids and Awards Committee Members - 5**  
**Division Accountant and 4 Staff**  
**Division Budget Officer and 3 Staff**  
**Division Supply Officer and 1 Staff**  
**Division Cashier**  
**13 Secondary School Principals of Implementing Units**  
**13 Secondary Accountants/Senior Bookkeepers**  
**of Implementing Units**  
**13 Secondary Supply Officers of Implementing Units**

FROM :   
**SUSAN S. COLLANO**  
Schools Division Superintendent

DATE : March 23, 2023

SUBJECT : **ONE (1) DAY EXIT CONFERENCE FOR CY 2022**  
**FINANCIAL TRANSACTIONS**

1. There will be a one (1) day Exit Conference for CY 2022 Financial Transactions with the Commission on Audit Team and the Regional Supervising Auditor on March 27, 2023 at Rakdell Inn. A Registration Fee of Nine Hundred Pesos (P900.00) will be collected and receipted to cover the meals, venue and other miscellaneous expenses.
2. In this regard, registration fee for the Division Office participants shall be taken from the Division Local Funds while the Secondary Implementing Units shall be from their respective local funds.
3. For information and compliance.

MCT/UM-ONE DAY EXIT CONFERENCE FOR CY 2022 FINANCIAL TRANSACTIONS  
0009/March 24, 2023

