



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

April 8, 2021


DIVISION MEMORANDUM
DM No. 208, s, 2021

**DESIGNATION OF CLUSTER CONSOLIDATION TEAM LEADER
& VICE TEAM LEADER FOR BUDGET REPORTS
OF SECONDARY SCHOOLS IMPLEMENTING UNITS**

**TO: OIC- Assistant Schools Division Superintendents
Secondary Implementing Units School Heads
All Others Concerned**

1. With reference to the recently concluded "HUNTAHAN WITH IMPLEMENTING UNITS SCHOOL HEADS & THEIR BOOKKEEPERS" dated April 7, 2021 from where the consolidation of reports per cluster as agreed upon may be done by the Senior Bookkeepers.
2. This Senior Bookkeepers with the guidance of their School Heads may meet online between April 12 -16, 2021 to:
 - a. decide or elect on cluster consolidation team leader and vice-team leader;
 - b. determine a maximum of ten (10) Implementing Units schools per cluster;
 - c. discuss other concerns to facilitate the accurate and timely submission of budget reports.
3. Submit to Ms. Rowena S. Adalim of Budget Section the names of the elected personnel and the name of the schools that will be covered per cluster on or before April 19, 2021.
4. Other interventions may be done based on the situation of each schools considering the accuracy, efficiency and timeliness of submission.
5. Immediate dissemination of this Memorandum is desired.




ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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