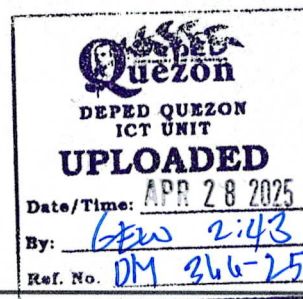




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 April 2025

DIVISION MEMORANDUM

DM No. 366, s. 2025

**COORDINATION MEETING WITH PRIVATE LENDING INSTITUTIONS (PLIs) AND
GOVERNMENT FINANCIAL INSTITUTIONS (GFIS)**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the deconcentration of Payroll to the Schools Division Offices (SDOs), this Office will hold a coordination meeting with the Private Lending Institutions (PLIs) and Government Financial Institutions (GFIs) on April 29, 2025, from 2:00 p.m. onwards at the SDO Quezon Library Hub, Talipan, Pagbilao, Quezon.
2. The objectives of the said activity are as follows:
 - Billing and Remittances Processes
 - Verification of Net Take Home Pay
 - Other Matters
3. The participants in this activity are the following:
 - One Representative from each Private Lending Institutions (PLIs)
 - One Representative from each Government Financial Institutions (GFIS)
 - SDO Administrative Officer V (Administrative Services)
 - SDO Accountant
 - SDO Administrative Officer IV (HRMO II)
 - SDO Administrative Officer IV (Cashier)
 - SDO Payroll and Remittance In-charge of SDO Lucena City

DEPEDQUEZON-TM-SDS-04-009-003



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- SDO Accounting Unit In-charge of Payroll

4. Immediate and widest dissemination of this Memorandum is highly desired

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

Perswog04/28/2024

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