



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

UNNUMBERED MEMORANDUM

TO: OICs, Assistant Schools Division Superintendent, Section/Unit Heads, Division Internal Auditors and All Other Concerned

FROM: ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT: REORIENTATION OF THE DIVISION INTERNAL AUDITORS ON THE FINANCIAL MANAGEMENT OPERATIONS MANUAL

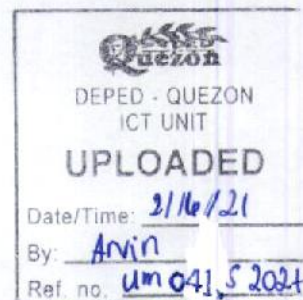
DATE : February 15, 2021

To ensure standard and uniform application of rules and processes in Financial Management Operations Manual, as prescribed by governing regulations for accounting, this Office will conduct a Reorientation of the Division Internal Auditors on the Financial Management Operations on **February 18-19, 2021 at M.I. Sevilla's Farm and Resort- Mushroom Garden and Restaurant, Brgy. Domoit Lucena City.**

Participants are expected to come at the venue before 8:00 am. Food expenses and accommodation shall be charged against the HRTD funds while travel and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

Please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.

Attendance is a must. For immediate and strict compliance of all concerned



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