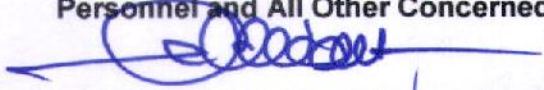




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

UNNUMBERED MEMORANDUM

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

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

SUBJECT: SEMINAR-WORKSHOP ON GOVERNMENT ACCOUNTING MANUAL:
PREPARATION OF DISBURSEMENT VOUCHER

DATE : February 22, 2021

To ensure proper preparation and accomplishment of the disbursement voucher and to provide an overview of the Government Accounting Manual, this Office will conduct a Seminar-Workshop on Government Accounting Manual in Preparation of Disbursement Voucher on **February 26, 2021 at M.I. Sevilla's Farm and Resort, 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.

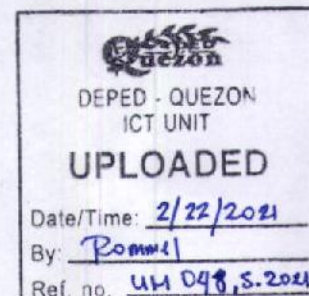
Attendance is a must. For immediate and strict compliance of all concerned

Acc/jt02/22/2021

DEPEDQUEZON-TM-SDS-04-010-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





Republic of the Philippines
Department of Education

AUTHORITY TO TRAVEL

Control No.

REGION IVA (CALABARZON) - DIVISION/SCHOOL:

Date of Filing

February 22, 2021

NAME



ROWENA M. ROMEY - Administrative Assistant II
EDSEL PALMERO - Administrative Officer II
MICHELLE PORNOBI - Administrative Assistant II
RENA RODIL - Administrative Assistant II
MARINEL OBMERGA - Administrative Aide VI
EDWIN G. SIGNO JR. - Administrative Aide IV
GLORIA MAGTIBAY - Administrative Officer II
RAYMOND Q. NIEVA - Administrative Aide VI
HEIDE H. GABRIEL - Nurse II
ALEGRIA O. MEDENILLA - Administrative Aide VI
FLORICEL R. LAGOS - Administrative Assistant III
CONNIE T. ABULENCIA - Administrative Assistant III
DANICA V. JARANILLA - Administrative Assistant III
ROMMEL T. OCZON - Teacher II
BRANDON DE MESA - Administrative Assistant III
GLADITA C. LORREDO - Administrative Assistant III
Z ANN LEAH ZULUETA - Administrative Assistant III
MILDRED GLORIOSO - Administrative Assistant III
MONIQUE IRIS UY - Administrative Assistant III

Position/ Designation

Please see as stated above...

Permanent Station

DepEd Quezon- OSDS

Purpose of Travel	Seminar -Workshop on Government Accounting Manual : Preparation of Disbursement Voucher			
Activity Organized/ Sponsored By	DepEd Quezon			
Period Covered <i>(Inclusive of Travel Time)</i>	From	February 26, 2021	to	February 26, 2021
Please Check	<input checked="" type="checkbox"/> Official Business		<input type="checkbox"/> Official Time	
Venue/Destination	M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City			
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)			
Fund Source (Pap Code/...)	Division Fund			
Recommending Approval:		Approved:		
 SUSAN P. FONTARUM Accountant III		 ELIAS A. ALICAYA, JR., EdD Assistant Schools Division Superintendent Office- In- Charge Office of the Schools Division Superintendent		
Date: February 22, 2021		Date: February 22, 2021		