MEMORANDUM

TO: OIC – Assistant Schools Division Superintendent
    OIC – CID, SGOD
    Education Program Supervisors
    Public Schools District Supervisors
    Elementary School Heads
    Selected JHS School Heads
    SHS School Heads

FROM: DR. ROMMEL C. BAUTISTA, CESO V
      Schools Division Superintendent

SUBJECT: ONE DAY ORIENTATION-WORKSHOP ON PAYROLL PREPARATION

Date: June 8, 2018

There will be a One Day Orientation-Workshop on Payroll Preparation at San Isidro Elementary School on June 22, 2018, Friday at 8:00AM.

Participants to this activity are the following:
1. Elementary Liaison Officers
2. JHS Liaison Officers (Non-IUs)
3. SHS Administrative Officers/Liaison Officers

Attendees are advised to bring their own provisions for lunch and snacks.

Attendance of all concerned is a must.

For wide dissemination.