



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 9, 2023


**DIVISION MEMORANDUM**

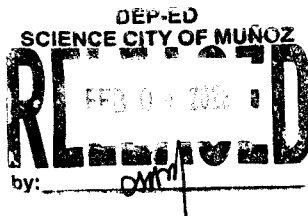
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To: Unit Heads – Accounting, Budget, Personnel and Payroll  
Fiscally Autonomous School Heads, Finance and Personnel Staffs

**CONDUCT OF BI-MONTHLY COORDINATION MEETING FOR FINANCE AND PERSONNEL MATTERS TO FISCALLY AUTONOMOUS SCHOOLS**

1. To maintain adequate control mechanism for the financial resources entrusted to fiscally autonomous schools, the school's division office will be conducting a bi-monthly coordination meeting for finance and personnel heads and staff of fiscally autonomous schools **every 2<sup>nd</sup> and 4<sup>th</sup> week of the month** starting February 2023.
2. The first meeting is scheduled on **February 22, 2023**, 9:00 AM at Muñoz National High School Annex. Subsequent meetings will be scheduled based on available dates to be identified by the team and will inform all concerned ahead of time.
3. For information and strict compliance.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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*Loyal, Excellent, Accountable and Dedicated to Service*

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