



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS - TAGBILARAN CITY**  
Tagbilaran City, Bohol



**Memorandum**

To: Dr. Aquilino Milar, Jr. - **Administrative Officer V**  
(Mrs.) Virgilia G. Omictin – Principal III, Dr. Cecilio Putong National HS  
Mr. Justino C. Canda – Principal II, Dr. Cecilio Putong National HS (SHS)  
(Mrs.) Juanita C. Lafuente – Principal II, Tagbilaran City Central ES  
(Mrs.) Grace Marie L. Campos – Principal I, Manga HS  
(Mrs.) Ma. Dolores T. Dahab – Principal I, Cogon HS Evening Class  
(Mrs.) Corazon H. Samuya – Principal I, Mansasa HS  
**Miss Maurine C. Castano** – Assistant Principal II, Tagbilaran City Science HS

From: DR. VIRGINIA C. ZAPANTA, CESO V  
Schools Division Superintendent

Subject: **SEMINAR ON CASH MANAGEMENT AND CONTROL SYSTEM**

Date: October 22, 2018

1. Pursuant to a letter from the Director of the Commission on Audit, Regional Office No. VII, Cebu City, there will be a seminar on Cash Management and Control System on October 24-26, 2018 at the Multi-Purpose Hall, 2<sup>nd</sup> Floor, COA Regional Office No. VII, Cebu City.
2. For proper guidance and reference of all concerned, the following are the participants of the training:
  - a. Margarita Tejano – Administrative Assistant II
  - b. Ellen Salas – Administrative Assistant II
  - c. Josefina Tayag – Administrative Assistant II
  - d. Ma. Flores Veloso – Administrative Assistant II
  - e. Raquel Arabaca – Administrative Assistant II
  - f. Ruel Pumatong – Administrative Assistant II
  - g. Ruben Lorejo – Administrative Assistant II
  - h. Rey Rusty Galan – Administrative Assistant II
  - i. Lani Narvarte – Administrative Aide VI
3. Seminar fee of PhP 6,000.00/ participant (Live-Out) is mandatory upon registration. If payment is in check, please have it made payable to COA Regional Office No. VII. Expenses for Seminar fee, traveling, board and lodging, and other incidental expenses of participants shall be charged to Division/School's Maintenance and Other Operating Expenses (MOOEs)/local funds subject to the usual accounting rules and regulations.
4. Immediate dissemination of, and compliance with this Memorandum is directed.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent