



Republic of the Philippines  
Department of Education  
Region 02 (Cagayan Valley)

## SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300

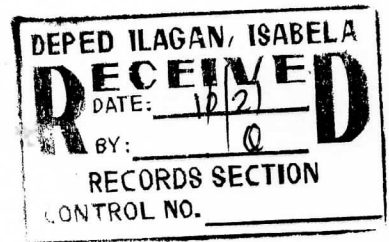
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### MEMORANDUM

To: Secondary School Principals of Implementing Units (IUs)

From: *[Signature]*  
**REYNANTE Z. CALIGUIRAN, PhD., CESE**  
OIC-Schools Division Superintendent



Date: October 10, 2018

Subject: **Conduct of Technical Assistance to finance staff of IUs**

In connection with the submission of the 3<sup>rd</sup> quarter financial reports by the Implementing Units (IUs), our Division was not able to meet 100% submission of consolidated Financial Reports due to non-submission of the following IUs:

1. Addalam Region High School
2. Dibuluan National High School
3. Luna National High School
4. San Agustin National High School
5. San Antonio National High School
6. San Jose High School
7. San Mariano National High School
8. Tumauni National High School
9. Ugad High School

A technical assistance is therefore necessary to assist the above-mentioned schools for the preparation of accurate and timely financial reports which is scheduled on December 27, 2018, 8:00AM at the Division Office Conference Hall.

Attendance is a must.

ACC/kps/kps

FM-ORD-003

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