



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

November 10, 2023

DIVISION MEMORANDUM  
OSDS No. 170, s. 2023

**COORDINATION MEETING OF SCHOOL - BASED BOOKKEEPERS**

To: Assistant Schools Division Superintendent  
Elementary and Secondary School Heads  
School-based Bookkeepers

1. The SDO Tacurong City Accounting Section shall conduct a Coordination meeting to all School - Based Bookkeepers on December 4-5, 2023, 8:00a.m. – 5:00 p.m. at SDO Conference Room.
2. The agenda of this meeting are the following:
  - a. Status of Liquidation Reports
  - b. Notice letter received from BIR -RDO 109
  - c. Other matters
3. All school -based bookkeepers are advised to bring their laptop during the coordination meeting.
4. Meals and snacks and other related expenses shall be charged against local fund subject to government accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance to this Memorandum is desired.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference: None  
Allotment: None  
To be included in the perpetual Index under  
*MEETING RECORDS*

JGS/OSDS/DM/ COORDINATION MEETING OF SCHOOL -BASED BOOKKEEPERS/NOVEMBER 10, 2023



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