



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

March 7, 2025

DIVISION MEMORANDUM
OSDS No. 030, s. 2025

COORDINATION MEETING WITH LBP – TACURONG BRANCH MANAGER

To: Assistant Schools Division Superintendent
Section Heads
School Heads
School – based Bookkeepers and Disbursing Officers

1. The Schools Division Office (SDO) of Tacurong City shall conduct a coordination meeting with the Land Bank of the Philippines (LBP) - Tacurong Branch Manager on **March 11, 2025, 8:30 a.m.** at **Division Conference Hall**.
2. The agenda for this meeting are as follows:
 - a. Transfer of Modified Disbursement Scheme (MDS) Account to LBP
 - b. Schedule of all SDO Tacurong City personnel account applications
 - c. Other matters
3. The participants for this meeting are as follows:
 - a. All Secondary School heads
 - b. All Secondary Disbursing Officers and Bookkeepers
 - c. Elementary Cluster Heads
 - d. All Elementary Disbursing Officers & Bookkeepers
 - e. Administrative Officer V
 - f. Division Cashier
4. Meals and Snacks and other related expenses during this activity is chargeable against local funds 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 WITH LBP -TACURONG BRANCH MANAGER/MARCH 07, 2025



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