



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

January 5, 2026

DIVISION MEMORANDUM
OSDS No. 001, s. 2026

**COORDINATION MEETING WITH SELECTED SCHOOL -BASED FINANCE
PERSONNEL AND ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendent
School Heads
Administrative Officer II
School -based finance personnel

1. The Schools Division Office (SDO) of Tacurong City shall conduct a **Coordination Meeting** with selected School – Based Finance personnel and Administrative Officer II, on **January 6, 2026 (Tuesday), 8:30 a.m. - 11:00 a.m.** at **Division Board Room**.
2. The agenda for this meeting are as follows:
 - a. Designation of Bookkeepers and Disbursing Officers
 - b. Liquidation Reports
 - c. Other matters
3. The list of participants for this meeting is attached for reference.
4. Meals and Snacks and other related expenses incurred during the conduct of this activity shall be **chargeable against local funds**, subject to existing 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 SELECTED SCHOOL – BASED FINANCE PERSONNEL AND ADMINISTRATIVE OFFICER II/JANUARY 5, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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LIST OF PARTICIPANTS

1. KELVIN MARK APUD
2. MARK SARRENO
3. MARJORIE ENRIQUEZ
4. JEFFREY COLLANTES
5. NEIL CHRISTIAN PEDREGOSA
6. YEZLE SAMANTHA ROSALES
7. FEBREINE KATE PURAZO
8. ARIELE B. PELEGRINO
9. HEAVEN GRACE ARROZA
10. ANGELIE GUMBAN
11. SIEGFRED FERNANDEZ
12. ANAVIE ORCINADO
13. CATHERINE LOZANO
14. GLENN DAILLE JOI S. QUIJADA
15. DEXTONE A. VILLACRUZ
16. HYASETH HOPE FUENTES
17. CHARMAINE GABATO
18. CHARLENE M. LAMONTE



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