



January 31, 2017

REGIONAL MEMORANDUM

No. 054, s. 2017

**REGIONAL PROVIDENT FUND BOARD OF TRUSTEES
AND SECRETARIAT MEETING**

To: **Schools Division Superintendents**
Regional Office Chiefs of
Human Resource Development Division
Administrative Division
Finance Division
All Others Concerned

1. There will be a Meeting with the Regional Provident Fund Board of Trustees and Secretariat (Regional and Schools Divisions') on March 15, 2017, to start at 8:00 o'clock in the morning. The venue will be announced later.
2. The agenda are as follows:

AGENDA	Focal Person
A. Regional Secretariat's Report	Regional Accountant
B. Division Secretariats' Report	Division Accountant per SDO
C. Issues/Concerns and Resolutions	
D. Other Matters	

3. The participants are the following:

SDO	SDS Division AO Division Accountant Division In Charge of Provident Fund (Member, Secretariat) Staff/Driver *SDO of Leyte Additional Pax: Ms. Imelda Demape (Rep. Teacher's Org.)	5 per SDO Except for Leyte (6 pax)
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RO	RD Board & Secretariat Members Staff/Driver	1 9 2
Total:		78

4. No registration fee shall be collected. Expenses for two (2) meals and two (2) snacks and other activity needs shall be charged to the Regional Provident Fund while travel and other incidental expenses to the respective local funds subject to the usual accounting and auditing rules and regulations.

5. For information dissemination and compliance.


RAMIR B. UYTICO, Ed.D., CESO IV
i OIC-Regional Director