

January 31, 2017

REGIONAL MEMORANDUM

No. **045**, s. 2017

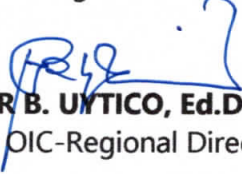
CONSULTATIVE MEETING ON SALARY PREPARATION

To: Schools Division Superintendents

1. A Consultative Meeting on Salary Preparation will be held on **February 20, 2017, 8:00 AM**. The venue will be announced in another memorandum.
2. The objectives of the meeting are to:
 - a. discuss issues and concerns relative to double payment of salaries of teachers; and
 - b. discuss other matters concerning salary preparation.
3. The participants are as follows:

PARTICIPANTS	NO.
SDO - SDS	13
Division Accountants	13
Division Personnel Officers	13
RO - RD	1
ARD	1
Chief, Finance Division	1
SAO	2
Regional Accountant	1
Regional Budget Officer	1
Regional Personnel Officer	1
Regional Payroll Staff	1
Admin. Division Staff	2
TOTAL	50

4. Expenses for 2 meals, 2 snacks and venue rental shall be charged to the Regional Administrative Division Fund, while travelling and lodging expenses of participants to their local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Regional Memorandum are highly desired.


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

Enclosures: None
 References: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE

PAYROLL PREPARATION

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