




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memo. 364, 2021  
MEMORANDUM

TO : **DIVISION ACCOUNTANT, BUDGET OFFICER,  
CASHIER, PAYROLL SECTION REPRESENTATIVE,  
ACCOUNTANT-FINANCE STAFF OF IUS**  
This Division  


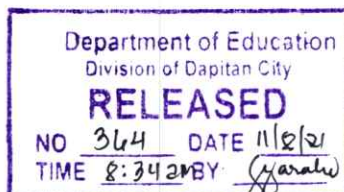
FROM : **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT : **PROPOSAL ON THE DIRECTIVE TWICE-A-MONTH  
PAYMENTS OF SALARIES AND RELATED  
FINANCIAL MATTERS**

DATE : **November 8, 2021**

The above finance officers are expected to make the proposal for discussion with the ASDS, Chiefs, and SDS on November 24 (W), 2021 starting at 8:30 in the morning in the Conference Room of the Schools Division Office.

**In the Schools Division of Dapitan City,  
Our Mindset is Doing what is Right,  
With Heart and Soul Gladly Serving!**



OSDS-SDS-DM-2020-011



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