



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 02 2025

NOTICE OF MEETING

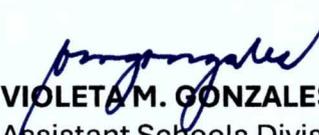
March 31, 2025

TO : KARINA E. MEDINA - Division Accountant
MARIDETH M. NAVIA - Administrative Assistant III
LORIZATIE V. SANTOS - Administrative Assistant III

Muntinlupa NHS
DONNA LYN M. PASCUAL - Administrative Assistant III
VINCENT P. SALARDA - Administrative Assistant II

Pedro E. Diaz HS
JOSEFINA D. JIMENEZ – Senior Bookkeeper

Muntinlupa Business HS
LORENA G. HERNANDEZ – Administrative Assistant II

FROM : 
VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE / TIME : April 7, 2025, Monday
8:30 AM – 5:00 PM

VENUE : Pedro E. Diaz HS

AGENDA : 1. Consolidation of First Quarter Financial Reports
2. Finalization of Schedules
3. Other matters

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March 31, 2025

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Dear Madam:

Greetings of peace!

I would like to request your approval to conduct a 1-day meeting with the three (3) Implementing Units' Accounting Personnel on April 7, 2025, Monday together with Ms. Marideth M. Navia – Administrative Assistant III and Ms. Lorizatie V. Santos – Administrative Assistant III of the SDO Accounting Unit.

Our meeting's agenda will be on the consolidation of 2025 First Quarter Financial Reports, finalization of related schedules due for submission to DepEd NCR – Finance Division and Commission on Audit and to discuss other financial matters such as uniform preparation of Journal Entry Vouchers for PS and MOOE transactions and status of AOM.

Much obliged for your favorable action on our request. Thank you.

Very truly yours,


KARINA E. MEDINA
Accountant III

APPROVED

DISAPPROVED


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge

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