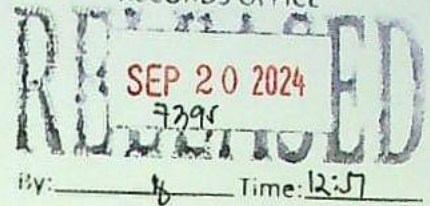




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 20, 2024

DIVISION MEMORANDUM

No.: 371, s. 2024

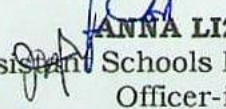
Submission of Reports and Meeting for Finalizing Meal Expense Documents for the National Learning Camp (NLC)

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public and Private Schools)
All Others Concerned

1. This is to address the submission of required documents related to the report on meal expenses for the National Learning Camp (NLC), which will be processed by the Accounting Office. To expedite this process, please be reminded of the following:
2. Each LCV (DepEd and Non-DepEd) is required to prepare two (2) copies of their NLC Accomplishment Report, covering the entire three-week duration of the camp. This report will be attached to the documentation submitted per school. This is necessary to complete the documents for the accounting process.
3. In line with these, we are requesting the presence of your NLC focal person and one (1) non-teaching staff at a meeting scheduled on **Monday, September 23, 2024, at 1:30 PM** at the **Division Training Center**. The purpose of the meeting is to help organize the required attachments needed to finalize the meal expense reports. Kindly bring with them the LCVs Accomplishment Reports for submission and needed office supplies that may be use in the organization of folder such as pair of scissors, stapler with staple wires, ballpens and correction tape.
4. Immediate dissemination of and compliance with this memorandum is directed to ensure smooth processing of the necessary documents.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


ANNA LIZA M. CHAN
OIC, Assistant Schools Division Superintendent
Officer-in-Charge



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