



Republic of the Philippines  
**Department of Education**  
REGION VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

**DIVISION MEMORANDUM**  
No. 722 s. 2024

November 6, 2024

**YEAR-END PERFORMANCE REVIEW AND CAPABILITY TRAINING OF  
FINANCE PERSONNEL**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
PSDS  
All Others Concerned

1. The Division of Sagay City through its Finance Unit will conduct Capability Training of Finance Personnel that will be attended by the Implementing Unit (IU) and non-Implementing Unit (Non-IU) school Administrative Assistants (AdAs) and Finance staff of Schools Division Office on December 6-7, 2024, venue is yet to be determined.
2. The training aims to provide capacity building activity to Division and School Finance staff on the latest updates on Finance policies, guidelines, and procedures as part of continuous improvement to Finance staff of Division office and schools and conduct of performance-review to assess areas for improvement for employee development needs.
3. To give way for the Accounting and Budget office and IU schools the first four working days of December to comply and submit month-end reportorial for the month of November before the conduct of capability training, Compensatory Overtime Credit (COC) will be granted for December 7, 2024 (Saturday) attendance at the event.
4. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Widest and immediate dissemination of this Memorandum is desired.

*M. Sabbaluca*  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

Encl: As stated  
Reference: none  
To be indicated in the Perpetual Index  
under the following subjects: trainings

Accounting 11/06/2024



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