



Republic of the Philippines
Department of Education-National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St. Bago Bantay, Quezon City, Metro Manila



July 09, 2012

Memorandum To:

Secondary School Principals with FS
Senior Bookkeepers/Bookkeepers
Cashier/Disbursing Officers
Supply Officers

The Quezon City Financial Staff Association (QCFSa) will hold a "Seminar-Workshop on C.Y. 2012 Semi-Annual Reports" on August 8 – 10, 2012 at Boso Boso Highlands Resort and Convention Center Sitio Cabading Brgy. San Jose, Antipolo City.

Participants to this seminar/workshop are the Principals, Sr. Bookkeeper, Cashier/Disbursing Officers, Supply Officers and/or personnel designated to handle the preparation of financial reports. Attendance of all concerned is a must.

A registration fee of Three Thousand Six Hundred Pesos (**3,600.00 each participant**) will be collected payable to QCFSa, Inc. to cover board and lodging, meals, workshop materials and supplies, conference room, and other contingencies. Traveling and registration fees shall be chargeable against MOOE Fund subject to the usual accounting and auditing rules and regulations:

Confirmation maybe made through fax/tel. no. 922-5781. The enclosed confirmation of attendance must be received on or before July 27, 2012

Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO, CESO IV
Schools Division Superintendent

Confirmation Slip
"Seminar-Workshop on C.Y. 2012 Semi-Annual Reports"
August 8 – 10, 2012 at Boso Boso Highlands Resort and Convention, Antipolo City.

School : _____

	Name of Participants	Position	Gender
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Approved by:

Head of Office