



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

FROM : THE SCHOOLS DIVISION SUPERINTENDENT

TO : Assistant Schools Division Superintendent
Administrative Officer
Administrative Assistants

SUBJECT : **Budget Unit Quarterly Meeting RE:
Review of Duties and Responsibilities
And Enhancement of Budget Processes**

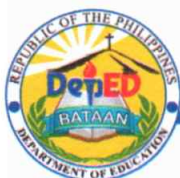
DATE : January 31, 2024

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This Office informs all concerned participants that the conduct of Budget Unit Quarterly Meeting RE: Review of Duties and Responsibilities and Enhancement of Budget Processes is scheduled on **January 31, 2024 9 o'clock in the morning at SDO Bataan – Budget Unit Office.**

The objectives of this activity are:

- a) to review the duties and responsibilities of each employee.
- b) to objectively analyze and accept suggestions on how to make the daily work easy and manageable with the aid of new applications.
- c) to evaluate Budget's office performance as a unit in the last quarter of 2023.
- d) to review the process and adjust in a way that it will be adaptive with the current situation



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CSC Resolution No. 2001100



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See attached list for the participants in this activity.

Immediate and wide dissemination of this memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

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SCHOOLS DIVISION OFFICE OF BATAAN

Budget Unit Quarterly Meeting
RE: Reviews of Duties and Responsibilities
and Enhancement of Budget Processes

List of Participants

1. Rhodora C. Ganzon
2. Maria Fe P. Martonito
3. Krizza Marie S. Lopez
4. Marjorie C. Diego
5. Christer Daves N. Salvador



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