Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong
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DIVISION OF CITY SCHOOLS RELEASED 10/21/2014 5:10PM MANDALUYONG

MEMORANDUM

Date: *October 21, 2014*

To: ***Administrative Officer V***
Budget and Accounting Section
Personnel Section
Principals, Public Elementary and Secondary Schools
Attention: In-charge of Payroll Preparation

Subject: ***ORIENTATION ON THE PREPARATION OF YEAR-END BONUS AND ½ CASH GIFT PAYROLL FOR CY 2014***

In anticipation of the payment of Year-End Bonus and ½ Cash Gift, those who are in-charge in the preparation of payroll are requested to attend a two-hour workshop to be held at the Division Office Conference Room on October 24, 2014, 9:30 AM.

Please read in advance your copy of DBM Budget Circular No. 2010-1 dated April 28, 2010.

Attendance is a must.

NERISSA L. LOSARIA, CESO VI
Officer in Charge
Office of the Schools Division Superintendent