



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2023- 194

TO : **All Clustered Bookkeepers (1<sup>st</sup> Cong., 2<sup>nd</sup> Cong and 3<sup>rd</sup> Cong.)**

FROM : **SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SUBJECT : **CORRIGENDUM TO MLA-2023-170 TITLED “3-DAY LIVE-OUT WORKSHOP ON THE RE-ORIENTATION OF DUTIES & FUNCTIONS OF CLUSTERED BOOKKEEPERS, PREPARATION OF BANK RECONCILIATION, CASH DISBURSEMENT REGISTER & LIQUIDATION REPORT FOR CY 2023.”**

DATE : March 20, 2023

1. Relative to MLA-2023-170, there will be a change of venue due to conflict of schedule with the availability of the Division Office conference room and additional facilitator for the workshop.

The venue and participant are the following:

DATE	VENUE
March 15 – 17, 2023	Girl Scout Building, Daro, Dumaguete City, Negros Oriental  <b>Additional Facilitator – Jocelyn V. Veriña</b>

2. You are hereby advised to attend the live-out workshop on **Thursday, March 16, 2023**. Pursuant to the conduct of the activity, please be informed that you will be given Compensatory Time Off (CTO) which can be applied when you file for Compensatory Overtime Credit (COC).
3. All provisions stated in the said Memorandum remain in effect.
4. For information and guidance of all concerned.

SPP /MKP /NLR /JMA /JPP



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27 MAR 2023