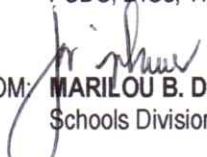




Division Memorandum
No. 267 s. 2019

TO: Chiefs, Unit Heads, EPS, SEPS, EPS II, Coordinators, Program Holders
PSDS, DICs, TICs, Principals, School Heads

FROM:  **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **SUGGESTED TEMPLATE FOR POST TRAINING REPORT & OTHER DOCUMENTS NEEDED
FOR FINAL BILLING/ PAYMENT FOR CATERERS/ SERVICE PROVIDERS**

DATE: June 6, 2019

1. The focal person of PPAs is hereby informed of the required documents needed for the payment for caterers/ service providers during the conduct of the trainings, workshops, conferences & other activities funded by MOOE/ HRTD & other sources of Government Funds.

2. The following documents to be submitted after the trainings to the procurement office c/o Engr. Lea G. Gurimbao with cp no. 09093135288 are:

- Original attendance sheets 2 copies (1 original & 1 photocopy)
- Post Training Report approved by the unit chief/ head 2 copies
- Pictorials with caption stipulating the activity, date & venue
- Travel authorities 2 copies
- QAME/ Report on Evaluation of the Training

3. It is mandated that the documents in 2 copies be submitted within 3 days after the conduct of training/ activity to avoid delay of payment to the service providers/ caterers.

4. Immediate dissemination of the memorandum is highly desired.