



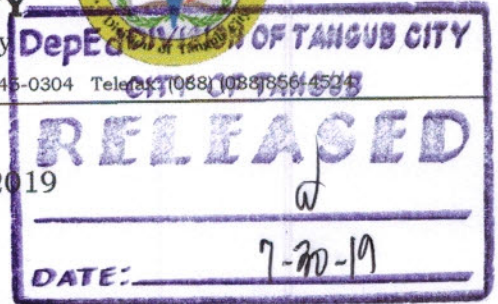
Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



E-mail: [tangub.city@deped.gov.ph](mailto:tangub.city@deped.gov.ph) Website: [www.depedtangub.net](http://www.depedtangub.net) Telephone: (088) 545-0304 Telefax: (088) 1068-1068, 1088-856-4504

July 29, 2019

**DIVISION MEMORANDUM**  
No. 175, s. 2019



**COORDINATION MEETING OF ADMINISTRATIVE ASSISTANT II, III and VI**

TO : **Administrative Assistant II & III**  
**This Division**

1. The Department of Education (DepEd) Tangub City Division, through the School Governance Operating Division (SGOD)- Health and Nutrition Section will conduct the Coordination Meeting of Administrative Assistant II, III and VI at Library Hub Conference Hall on August 5, 2019 at 2:00PM.
2. The meeting is aimed at preparing the necessary documents required for the SBFP Purchase Request (PR), SBFP Liquidation reports and gathering recent issues and concerns regarding the implementation of the School-Based Feeding Program.
3. The expected participants are the Administrative Assistant II, III and VI of all Elementary school recipients of SBFP.
4. Immediate dissemination and strict compliance with this memorandum is desired.

**JEAN G. VELOSO**  
Assistant Schools Division Superintendent  
Officer-In-Charge, Schools Division Superintendent

JGV/wtm/07-29-19