



September 29, 2020

DIVISION MEMORANDUM

NO. 216, s. 2020

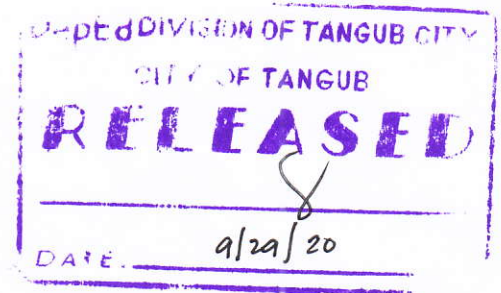
**URGENT SUBMISSION OF DOCUMENTS
FOR POST AUDIT COMPLIANCE**

To: MYRNA T. BARBON
TCNHS Principal

From: AGUSTINES E. CEPE

Date: September 29, 2020

Subject: **URGENT SUBMISSION OF DOCUMENTS FOR POST AUDIT COMPLIANCE**



You are hereby directed to comply the pertinent documents which is supposedly to be submitted monthly in the Auditor's office for post audit like Trial Balance, Official Receipts and Report of Collections and Deposits, Daily Time Record and others.

To address all of the above, there are designations of your selected personnel to work on it under the supervision of the Division Accountant.

Likewise, you are ordered to cooperate and support this dilemma. Thus, the personnel who will do the tasks are commissioned to report in the Division Office effective October 1, 2020.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AGUSTINES E. CEPE

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