

	QUALITY SYSTEM FORM	Doc. No. DSCM-ASDS-QSF-007	
		Rev. No. 00	Received Date June 11, 2018
		DCN No.:	
MEMORANDUM			

TO : Members of PROGCOM AND FINCOM
 All Others Concerned

FROM : **CATALINA P. PAEZ, Ph. D., CESO VI**
 Schools Division Superintendent

SUBJECT : **PROGRAMS AND PROJECTS RE: UTILIZATION OF HRTD FUND**

DATE : July 31, 2018

In preparation for the judicious use of the 2018 HRTD Fund, all Division Chiefs and Unit Heads are advised to attend a meeting on August 1, 2018 at Division Office Conference Hall at 9:00 o' clock in the morning.

Bring your respective offices' Programs, Projects and Activities (PPAs) aligned with HRTD Fund with budget estimates.

For compliance.