



Republic of the Philippines  
Department of Education – Region III  
**TARLAC CITY SCHOOLS DIVISION**  
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**DIVISION MEMORANDUM**

No. 170, s. 2019

Date: August 1, 2019  
To: Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
From: The Office of the Schools Division Superintendent  
Subject: **MEETING OF ADMINISTRATIVE ASSISTANT II**

1. This office announces an urgent Meeting of Administrative Assistant II on August 5, 2019 at 1pm at the TCSD Library.
2. The agenda of the meeting are:
  - a. To facilitate the submission of monthly payrolls with complete supporting documents to the Commission on Audit with references to the Audit Observation Memorandum (AOM) No. 2019-002 (18) dated March 8, 2019.
  - b. Assistance of ADAS II in schools in expediting the submission of monthly payrolls with references to the Division Memorandum No. 76 s. 2019.
  - c. Other matters.
3. Participants to this meeting are all Administrative Assistant II of various districts.
4. Immediate dissemination of the Memorandum to all concerned is earnestly desired.

  
TERESA D. MABABA, CESO V  
Schools Division Superintendent

