



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Brgy. Banica, RoxasCity



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December 1, 2020

DIVISION ADVISORY

No. 284, s. 2020

TO : **CHARLIE D. BEGAS**
Principal III
Jose Diva Avelino Jr. National High School
Hipona , Pontevedra , Capiz

In connection with the closing of the Books of Accounts for Calendar Year 2020, there is an urgent need to reconcile, validate and submit all procurement related support documents to the Accounting and Finance Units by December 18, 2020.

In this connection, please inform Peter John L. Young (ADAS II / Secondary School Property Custodian) to report to the Schools Division Office from December 2-4, 2020 to augment the existing workforce in the Supply and Property Unit and to expedite the necessary documents for submission to the Accounting and Finance Units.

Kindly coordinate with the Supply and Property Unit for the delineation of his duties and functions relative the task at hand.


SALVADOR O. OCHAVO Ed.D.,CESO V
Schools Division Superintendent

DEC 04 2020