



July 27, 2017

DIVISION MEMORANDUM

No. 117 s. 2017

**SEMINAR-WORKSHOP ON THE PREPARATION OF WORK AND FINANCIAL PLAN (WFP) AND  
REQUEST FOR CASH ADVANCE (RCA) FOR SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: **Heads of Public Secondary Schools**

1. The Division of Capiz will conduct a Seminar Workshop on the preparation of Work and Financial Plan (WFP) and Request for Cash Advance (RCA) for Senior High School (SHS) Program on August 3, 2017. The venue will be announced later.
2. The seminar workshop aims to capacitate the participants in the preparation of Work and Financial Plan (WFP) and Request for Cash Advance (RCA) for Senior High School (SHS) Program.
3. Participants to this seminar workshop are Public Secondary School Heads and Bookkeepers/Accountants.
4. A registration fee of Four Hundred Fifty Pesos (Php 450.00) shall be charged each participant from secondary schools to defray expenses for the food (2 snacks and 1 lunch) which is chargeable against MOOE funds while that of Division Personnel participants shall be charged from the Division INSET funds both subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

