



Republic of the Philippines
Region VI-Western Visayas
Department of Education
DIVISION OF SAGAY CITY
City of Sagay



December 4, 2015

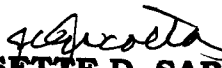
DIVISION MEMORANDUM

No. 263 s. 2015

**ADDENDUM TO DIVISION MEMORANDUM NO. 256, S. 2015 ENTITLED 4th
DIVISION MANAGEMENT COMMITTEE (DivMANCOM) MEETING**

To: Assistant Schools Division Superintendent
Division Chiefs, (CID & SGOD)
Public Schools District Supervisors/PIDs – (1-10)
EPS 1 in-charge of District 8
School Heads: Elementary & Secondary (Public and Private)
Dept. Heads, Sagay National High School (Main)
Concerned Division Personnel

1. This is to convey to the field, the request of change of payment process regarding the Registration Fee, as stated in Item no. 7 of the **Division Memo No. 256, s. of 2015**, that it shall now be deducted from the School MOOE thereafter the meeting, instead of paying in cash basis.
2. On the other hand, Implementing Unit Agencies are not covered with this addendum and therefore shall be charged of the same Registration Fee upon registration.
3. Widest and immediate dissemination of this memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge, SDS. 