



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

To: Public Schools District Supervisor  
Elementary Schools Principal/OIC's  
Administrative Officer V  
Administrative Officer IV (Cash)  
Administrative Assistant II in the Elementary  
All Others Concerned



Pl eased be informed of a virtual meeting of all Administrative Assistant II (Disbursing Officer) on October 13, 2023, 9:00 via MS Teams <https://teams.microsoft.com/j/meetup-join>.

Agenda:

1. Actual duties and responsibilities of ADAS II
2. Other matters related to disbursement and management of cash flows in school.

It is expected that this meeting will result to a more efficient and effective public service delivery as Administrative Assistants II will be fully clarified of their tasks and its scope.

The usual cooperation of all concerned is enjoined.

  
**NORMA F. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent 

Division Letter No. 107, s. 2023  
October 10, 2023



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