



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

June 24, 2024

DIVISION LETTER

No. 051, s. 2024

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public School District Supervisors and Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To sustain 100% compliance with the target PPAs of the Finance Unit as of the end of this 2nd Quarter, the Accounting Unit shall conduct a **Focus Group Discussion of the Delinquent Provident Loans as of May 31, 2024 on Friday, June 28, 2024 at 2:00 pm** at the SDO Conference Hall.
2. Attached herewith is the list of expected attendees in the meeting.
3. The agenda for the meeting will be the ways forward in increasing the collection efficiency of the collection of provident loan accounts.
4. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent 



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

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Enclose no. 1. List of participants in the Focus Group Discussion of the Delinquent Provident Loans as of May 31, 2024

Name	Position
1. Agnes M. Seifnezhad, CPA	Division Accountant
2. Rosalyn B. dela Cruz	Accounting Staff
3. Maricris S. Isip	ADAS II
4. Maria Perpetua B. Perez	Accounting Staff
5. Jason Sanchez	Cashier Staff
6. Ronalyn G. Paulino	ADAS III
7. Sheryl C. dela Peña	ADAS III



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NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent
Department of Education – SDO Bulacan
City of Malolos, Bulacan

Madam;

To sustain 100% compliance with the target PPAs of the Finance Unit as of the end of this 2nd Quarter, I would like to request for your approval for us to conduct the **Focus Group Discussion of the Delinquent Provident Loans as of May 31, 2024 on Friday, June 28, 2024 at 2:00 pm**. The budget allocation for the said activity as per the consolidated BED 3 is two thousand two hundred pesos only (**P2,200**) which will done by means of reimbursement.

Hoping for your kind approval of this request.

Very truly yours,

AGNES M. SEIFNEZHAD
Accountant III

Approved:


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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