



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

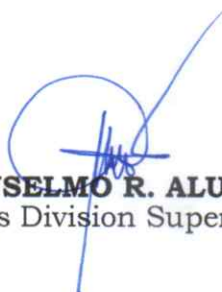
OFFICE MEMORANDUM
OSDS-2025- 095

25 JUN 2025

To: Assistant Schools Division Superintendent
Budget and Accounting Unit
All Others Concerned

NOTICE OF BUDGET AND ACCOUNTING UNIT STAFF

1. Notice is hereby given to the following personnel from the Budget and Accounting Unit regarding processing of disbursements for quarter ended June 30, 2025 and preparation of Mid-Year Reporting for CY 2025 scheduled on June 25 to July 15, 2025.
2. Employees concerned shall be entitled to Compensatory Time-Off per CSC and DBM Joint Circular No. 2, s. 2004.
3. For Information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

JCB/ OM-Notice of Budget and Accounting Staff
June 24, 2025



SDCB RECORDS UNIT

2509221