



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

February 10, 2023

OFFICE MEMORANDUM

No. **077**, s. 2023

**CONDUCT OF ORIENTATION ON THE UTILIZATION OF PROJECT FIND IT SYSTEM**

To: Regional Office Division Chiefs  
All Others Concerned

1. This office, through the Finance Division, announces the conduct of the Orientation on the Utilization of Project FinD IT System on **February 13, 2023 9:00 AM** at RELC NEAP.
2. The participants to this activity are the following:
  - a. RO Functional Divisions/Sections/Units Personnel in-charge in the Preparation of Disbursement Vouchers (ADAS);
  - b. RO Designated Canvassers;
  - c. RO Inspectorate Team;
  - d. Procurement Unit Personnel and BAC Secretariat;
  - e. Asset Management Section Personnel;
  - f. Cash Section Personnel;
  - g. Office of the Regional Director Personnel;
  - h. Office of the Assistant Regional Director Personnel; and
  - i. Legal Unit Personnel.
3. The following matters shall be discussed:
  - a. Proper and correct utilization of the Project FinD IT System: Google Sheets Registries; and
  - b. Other Issues and Concerns.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.



*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *[Signature]*



Enclosures: None

References:

To be indicated in the Perpetual Index under the following subjects:

MEETING

FINANCE

DOCUMENT TRACKING SYSTEM

FD-LAC