



Republic of the Philippines  
**Department of Education**  
REGION IV-A (CALABARZON)  
**SCHOOLS DIVISION OF LUCENA CITY**

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25 January 2024

**OFFICE MEMORANDUM**

OSD-2024-006

**NOTICE OF MANAGEMENT MEETING**

To: OIC-Accounting Section  
Administrative Assistant III - Budget  
Administrative Assistant I – Budget  
Implementing Units – Senior Bookkeepers

1. What: **Meeting for the Upcoming E-BMS Seminar**

AGENDA:

- Encoding of FY 2024 GAA to EBMS
- Processes of EBMS encoding and generation of reports
- Other concerns

2. When: January 26, 2024 (Friday, 2:00 p.m.)

3. Where: LCTECC Premises

  
**SUSAN DL. ORIBIANA**  
Schools Division Superintendent  
 

OM/MKP