



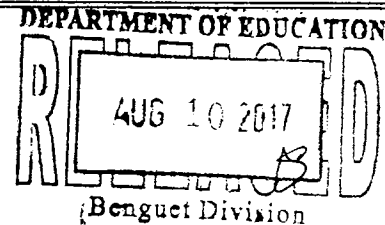
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
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**Date:** August 9, 2017

**DIVISION MEMORANDUM**

No. 162 s. 2017



**TO:** Public Schools District Supervisors/ Coordinator Principals,  
Elementary School Principals, Head Teachers and Teachers of ACTF  
Beneficiary Schools

**FROM:**   
MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent

**SUBJECT: MEETING OF ACTF BENEFICIARY SCHOOL HEADS**

1. This is to inform all School/Cluster Heads of Adopt A Child Trust Fund, Inc. beneficiary schools to attend ACTF meeting and to receive cash benefits for their pupils on August 18, 2017 (8:30 am) at the second floor of Calajo Restaurant, Km6, La Trinidad.
2. The school heads are reminded to purchase basic school supplies and other pupil needs limited to pad papers, notebooks, ball pens, pencils, drawing papers, crayons, rulers, erasers, scissors, theme notebooks, folders and fasteners, bond papers, colored papers, slippers, clothing/ school uniform and school bags.
3. The ACTF must be liquidated in not more than 30 days from the date of receipt of the allocation and must comply with the existing ACTF accounting policies.
4. Lunch and morning snacks will be provided and charged against SDO MOOE while travel expenses may be charged to local funds subject to the usual accounting and auditing rules and regulation.
5. Wide and immediate dissemination of this Memorandum to all concerned is desired.