



SECRETARÍA DE FINANZAS
DIRECCIÓN ADMINISTRATIVA

NOMBRE DEL COMISIONADO: SARA LOURDES SEVILLA CASTELLANOS
NÚM. DE ORDEN DE COMISIÓN: SF/GIRA/1215/2025
OBJETO DE LA COMISIÓN: ENTREGA DE APOYOS ALIMENTARIOS DEL DIF, REUNIÓN DE SEGUIMIENTO PARA COMBATIR EL GUSANO BARRENADOR DEL GANADO Y REUNIÓN CON AUTORIDADES MUNICIPALES
LUGAR DE COMISIÓN: SAN MIGUEL SOYALTEPEC Y SAN JUAN BAUTISTA TUXTEPEC; OAXACA
FECHA DE COMISIÓN: 16, 17 Y 18 DE OCTUBRE DE 2025

INFORME DE ACTIVIDADES

DÍA 16 DE OCTUBRE DE 2025

- ME TRASLADÉ DE LA CIUDAD DE OAXACA HACIA SAN MIGUEL SOYALTEPEC.
- ME DIRIGÍ HACIA EL PALACIO MUNICIPAL, EN DONDE APOYÉ CON ANOTACIONES DE LOS ACUERDOS DURANTE LA REUNIÓN QUE SOSTUVIERON AYUDANTÍA, AUTORIDADES MUNICIPALES Y DEPENDENCIA ENCARGADA DEL EVENTO.
- AL TERMINAR, ME TRASLADÉ HACIA SAN JUAN BAUTISTA TUXTEPEC.
- ME DIRIGÍ HACIA EL PALACIO MUNICIPAL, EN DONDE APOYÉ CON ANOTACIONES DE LOS ACUERDOS DURANTE LA REUNIÓN QUE SOSTUVIERON AYUDANTÍA, AUTORIDADES MUNICIPALES Y DEPENDENCIA ENCARGADA DEL EVENTO.
- PERNOCTÉ EN DICHO MUNICIPIO.

DÍA 17 DE OCTUBRE DE 2025

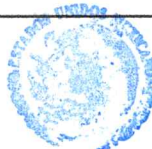
- ME DIRIGÍ A EXPLANADA MUNICIPAL, EN DONDE APOYÉ EN VERIFICACIÓN DE QUE LA LOGÍSTICA Y MONTAJE ESTUVIERA DE ACUERDO A LO QUE SE TENÍA PLANEADO PARA LA REALIZACIÓN DEL EVENTO.
- AL TERMINAR, ME TRASLADÉ HACIA SAN MIGUEL SOYALTEPEC.
- ME DIRIGÍ A EXPLANADA MUNICIPAL, EN DONDE ESTUVE APOYANDO EN LA RECEPCIÓN DE LOS INVITADOS AL EVENTO.
- AL TERMINAR, ME TRASLADÉ HACIA SAN JUAN BAUTISTA TUXTEPEC EN DONDE PERNOCTÉ.

DÍA 18 DE OCTUBRE DE 2025

- EN LA MAÑANA, SALÍ DE SAN JUAN BAUTISTA TUXTEPEC HACIA SAN MIGUEL SOYALTEPEC.
- ME DIRIGÍ A EXPLANADA MUNICIPAL, EN DONDE ESTUVE APOYANDO EN LA RECEPCIÓN DE LOS INVITADOS AL EVENTO LA REUNIÓN.
- AL TERMINAR, ME TRASLADÉ HACIA SAN JUAN BAUTISTA TUXTEPEC.
- ME DIRIGÍ AL PALACIO MUNICIPAL, EN DONDE ESTUVE APOYANDO EN LA RECEPCIÓN DE LOS INVITADOS A LA REUNIÓN.
- AL TERMINAR, ME TRASLADÉ DE REGRESO A LA CIUDAD DE OAXACA.

COMISIONADO:

**C. SARA LOURDES SEVILLA
CASTELLANOS**
NOMBRE Y FIRMA



Coordinación Gira y Protocolo
Estado de Oaxaca

AUTORIZÓ:

LIC. IRVING LÓPEZ SÁNCHEZ
NOMBRE, FIRMA Y SELLO

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the organization's finances and for ensuring compliance with relevant laws and regulations.

2. The second part of the document outlines the specific procedures that must be followed when recording transactions. It details the steps from the initial receipt of funds to the final entry in the accounting system, ensuring that all necessary information is captured and verified.

3. The third part of the document addresses the issue of internal controls. It describes the various checks and balances that should be in place to prevent errors and fraud, and it provides guidance on how to monitor and evaluate the effectiveness of these controls.

4. The fourth part of the document discusses the role of the accounting department in providing information to management. It explains how the department can use financial data to identify trends, assess performance, and support strategic decision-making.

5. The fifth part of the document concludes by reiterating the importance of accuracy and integrity in all financial reporting. It encourages all staff members to take responsibility for the quality of the data they provide and to report any discrepancies or concerns immediately.

6. The sixth part of the document provides a detailed overview of the accounting system used by the organization. It describes the various modules and features of the system, and it explains how they are used to process transactions and generate financial statements.

7. The seventh part of the document discusses the importance of data security. It outlines the measures that have been implemented to protect financial data from unauthorized access, loss, or destruction, and it provides guidance on how to maintain these measures over time.

8. The eighth part of the document addresses the issue of training. It describes the various training programs and courses that are available to staff members, and it explains how these programs are designed to ensure that all staff are competent and up-to-date in their accounting knowledge and skills.

9. The ninth part of the document discusses the importance of communication. It explains how the accounting department can work closely with other departments to ensure that all financial transactions are properly recorded and that all necessary information is shared in a timely and accurate manner.

10. The tenth part of the document concludes by summarizing the key points of the document and reiterating the commitment to accuracy, integrity, and transparency in all financial reporting.

11. The eleventh part of the document provides a detailed overview of the accounting system used by the organization. It describes the various modules and features of the system, and it explains how they are used to process transactions and generate financial statements.

12. The twelfth part of the document discusses the importance of data security. It outlines the measures that have been implemented to protect financial data from unauthorized access, loss, or destruction, and it provides guidance on how to maintain these measures over time.

13. The thirteenth part of the document addresses the issue of training. It describes the various training programs and courses that are available to staff members, and it explains how these programs are designed to ensure that all staff are competent and up-to-date in their accounting knowledge and skills.

14. The fourteenth part of the document discusses the importance of communication. It explains how the accounting department can work closely with other departments to ensure that all financial transactions are properly recorded and that all necessary information is shared in a timely and accurate manner.

15. The fifteenth part of the document concludes by summarizing the key points of the document and reiterating the commitment to accuracy, integrity, and transparency in all financial reporting.