



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 033, s. 2024

JAN 30 2024

**INDUCTION OF THE NEWLY HIRED BOOKKEEPERS OF THE
NON-IMPLEMENTING UNITS (ADAS III & ADAS II)**

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
Finance Personnel
All Others Concerned

1. This Office through the Accounting Unit will be conducting an induction of the newly hired Administrative Assistant III and Administrative Assistant II of the Non-Implementing Units on February 14-15, 2024, 8:00 a.m. to 5:00 p.m., at the New Division Office Conference Hall.
2. This activity aims to:
 - a. provide newly hired bookkeepers an overview of the organization structure and work functions and policies;
 - b. relay information on the current financial processes involved in the release, utilization, and reporting of School MOOE Fund; and
 - c. sustain the provision of and facilitation of capacity building requirements, relative to sound public financial management.
3. The Sequence of Topics is attached as Enclosure No. 1 of this Memorandum.
4. All participants are encouraged to bring laptop and an internet connectivity device, if available.
5. Immediate and wide dissemination and strict compliance with this memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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ENCLOSURE NO. 1

SEQUENCE OF TOPICS

DATE	TIME	TOPICS
February 14, 2024	7:20 a.m. – 7:30 a.m.	Registration
	7:30 a.m. – 8:00 a.m.	Opening Program
	8:00 a.m. – 12:00 p.m.	<ul style="list-style-type: none">• Organization Overview• Work Functions & Policies• Results-based Performance Management System for non-Teaching Personnel
	12:00 p.m. – 1:00 p.m.	LUNCH
	1:00 p.m. – 4:55 p.m.	Orientation on RA 9184
	4:55 p.m. – 5:00 p.m.	Closing Prayer
February 15, 2024	8:00 a.m. – 8:10 a.m.	Opening Prayer
	8:10 a.m. – 12:00 p.m.	Orientation on the Current Budget and Accounting Rules and Regulations, Processes, and Reports
	12:00 p.m. – 1:00 p.m.	LUNCH
	1:00 p.m. – 3:30 p.m.	Introduction of School MOOE Web-based Monitoring System
	3:30 p.m. – 4:30 p.m.	Open Forum
	4:30 p.m. – 5:00 p.m.	Closing Program