



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM
NO. 052, s. 2021

FEB 16 2022

**REVIEW AND UPDATE ON FINANCIAL UNIT PROCESS FLOW
AND REPORTING ON DOWNLOADING OF SCHOOL MOOE
AND OTHER FINANCIAL TRANSACTIONS**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Accountant III
Budget Officer
All Others Concerned

1. There will be a Review of the Financial Management on Procurement and Repair and Maintenance of School Building for Proper Utilization of School MOOE Funds (1st Batch – Clustered Bookkeepers) on March 1 and 2, 2022, 8 a.m. to 5 p.m., at Marañon Building, ERAMS West, Barangay 8, Kabankalan City.

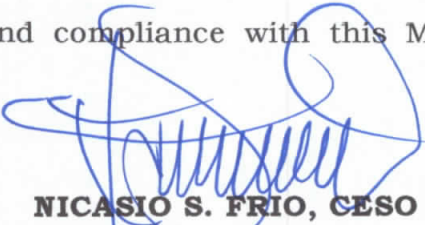
2. The number of participants to this activity are the following:

PARTICIPANTS	NO.
Division Budget Office	3
Division Accounting Office	12
Clustered Bookkeepers	<u>22</u>
Total	<u>37</u>

3. Participation to this activity, especially for Senior Citizen, pregnant women, and immunocompromised personnel, must strictly comply with the minimum public health standards and policies set by the Department of Health, Interagency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), LGU, and DepEd.

4. The food and other expenses are chargeable against Organizational & Professional Development for Non-Teaching Personnel while travelling expenses are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.


NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

