



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

DIVISION MEMORANDUM
NO. 097, s. 2023

Review of Disbursement Process Flow and the Use of Landbank Electronic Modified Disbursing Scheme (eMDS) for Implementing Unit Schools

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

1. This office, through the Budget and Finance Office, will conduct a Review of Disbursement Process Flow and the Use of Landbank Electronic Modified Disbursing Scheme (eMDS) for Implementing Unit Schools on March 14, 2023, Tuesday, 1:00 p.m. to 5:00 p.m. at the New Division Officer Conference Hall.
2. This activity aims to:
- a. refresh the competency on disbursement process flow of the following school's accountable officers: (1) School Head, (2) School Senior Bookkeeper, (3) School Disbursing Officer, and (4) School Budget;
 - b. provide updates on the rules and regulations on cash management and control; and
 - c. apply mechanisms for transparency and accountability.
3. The number of participants to this activity are the following:

OFFICE	NO. OF PERSONNEL	OFFICE	NO. OF PERSONNEL
Budget	2	IUs Senior Bookkeeper	10
Accounting	3	IUs Disbursing Officer	10
IUs School Heads	10	IUs Budget	10

4. The participants are advised to bring their own laptop and extension cord.
5. 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.
6. 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.
7. Immediate dissemination of and compliance with this Memorandum are desired.

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

