



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

DIVISION MEMORANDUM
NO. 214, s. 2022

JUN 08 2022

**CY 2022 1ST COORDINATION MEETING
WITH IUs SENIOR BOOKKEEPERS AND
ADMINISTRATIVE ASSISTANTS II FOR BUDGET**

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

1. There will be a CY 2022 1ST Coordination Meeting with Implementing Units Senior Bookkeepers and Administrative Assistants II for Budget on June 15, 2022, Wednesday, 09:00 a.m. to 01:00 p.m. The venue shall be announced later.
2. This activity aims to discuss the following matters relative to the financial operations of School Division Office of Kabankalan City:
 - a. Updates on Financial Accountability Report (FAR) No. 1;
 - b. Updates Financial Accountability Report (FAR) No. 4;
 - c. Budget Utilization Rate (BUR) – Big Ticket Items; and
 - d. Brief Background on FMOM of Farm School
3. The number of participants to this activity are the following:

	NO. OF PERSONNEL		NO. OF PERSONNEL
SDS	1	ACCOUNTANT	1
ASDS	1	IU BOOKKEEPERS	20
BUDGET OFFICER	1	DIVISION BOOKKEEPERS	6

4. In the interest of public health and safety during this Seminar-Workshop, only vaccinated participants are allowed.
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.





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6. The food and other expenses are chargeable against Organizational & Professional Development for Non-Teaching Personnel while travelling expenses are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA EDD
Education Program Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

