



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

DIVISION MEMORANDUM
NO. 218, s. 2022

JUN 13 2022

**CY 2022 MID-YEAR CONVERGENCE OF DIVISION BOOKKEEPERS
AND CLUSTERED BOOKKEEPERS**

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 Mid-year Convergence of Division Bookkeepers and Clustered Bookkeepers on June 24, 2022, Friday, 08:00 a.m. to 05:00 p.m. The venue shall be announced later.
2. This activity aims to:
 - a. provide forum to discuss financial processes for proper utilization and liquidation of School MOOE Funds;
 - b. resolve prevailing issues and concerns on School MOOE utilization and liquidation; and
 - c. apply mechanisms for transparency and accountability
3. The number of participants to this activity are the following:

	NO. OF PERSONNEL		NO. OF PERSONNEL
SDS	1	ACCOUNTANT	1
ASDS	1	CLUSTERED BOOKKEEPERS	20
BUDGET OFFICER	1	DIVISION BOOKKEEPERS	14





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4. Clustered and Division bookkeepers shall prepare a 5-minute PowerPoint Presentation which highlights the following topics:
 - a. Process Flow of Procurement of Office Supplies (K-I)
 - b. Process Flow of Payment of School Repair and Maintenance – Materials (K-II)
 - c. Process Flow of Payment of School Repair and Maintenance – Labor (K-III)
 - d. Process Flow of Payment of School Trainings and Seminars (K-IV)
 - e. Bank Reconciliation (K-V)
 - f. Observations during Liquidation Day and Common Issues and Concerns Encountered (Division Bookkeepers)
5. In the interest of public health and safety during this Seminar-Workshop, only vaccinated participants are allowed.
6. 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.
7. 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.
8. 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

