



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

**DIVISION MEMORANDUM**  
NO. 257, s. 2022

JUN 29 2022

**CY 2022 2<sup>ND</sup> COORDINATION MEETING  
WITH IMPLEMENTING UNIT'S 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 2<sup>ND</sup> Coordination Meeting with Implementing Units Senior Bookkeepers and Administrative Assistants II for Budget on July 6, 2022, Wednesday, 9:00 a.m. to 2:00 p.m. at Tampalon National High School.
2. This activity aims to discuss the following matters relative to the financial operations of School Division Office of Kabankalan City:
  - a. Preparation and Reconciliation of Mid-year Reports for Budget; and
  - b. Preparation and Reconciliation of Mid-year Reports for Accounting
3. The number of participants to this activity are the following:

	<b>NO. OF PERSONNEL</b>		<b>NO. OF PERSONNEL</b>
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, travelling, and other expenses are chargeable against School MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. 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

