



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

DEC 10 2021
December , 2021

DIVISION MEMORANDUM
NO. 330, s. 2021

**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 and Update on Financial Unit Process Flow and Reporting on Downloading of School MOOE and other Financial Transaction on December 17, 2021, Friday, 8:00 a.m. to 5:00 p.m., at Marañon Building – ERAMS West, Kabankalan City.

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

PARTICIPANTS	NO.
Division Budget Office	2
Division Accounting Office	13
Total	15

3. The participants are likewise advised to bring the following:

- Financial Reports as of December 15, 2021
- Other Financial Reports to be submitted to COA
- Laptop and Extension Cord
- Wireless Connection



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4. 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.
5. The food and other expenses are chargeable against Division HRTD Funds while travelling expenses are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA EdD

OIC-Assistant Schools Division Superintendent
In-charge of the Division



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