



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

**DIVISION MEMORANDUM**  
 NO. 442, s. 2022

NOV 03 2022

**CY 2022 3<sup>RD</sup> COORDINATION MEETING  
 WITH IMPLEMENTING UNITS'  
 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. This Office, through the Budget and Finance Unit, will conduct a CY 2022 3<sup>RD</sup> Coordination Meeting with Implementing Units' Administrative Assistants II for Budget on November 4, 2022, Friday, 10:00 a.m. to 03:30 p.m. at SDO Kabankalan City New Division Office Conference Hall.

2. This activity aims to discuss the following matters relative to the financial operations of School Division Office of Kabankalan City:

- a) reconciliation of budget reports;
- b) preparation of Budget Execution Documents; and
- c) latest budget issuances and updates on budget

3. The participants to this activity are the following:

	<b>NO. OF PERSONNEL</b>		<b>NO. OF PERSONNEL</b>
SDS	1	ACCOUNTANT	1
ASDS	1	IU ADAS II	10
BUDGET OFFICER	1	DIVISION BOOKKEEPERS	3

4. The food, travelling, and other expenses are chargeable against School MOOE Funds subject to the usual accounting and auditing rules and regulations.

5. 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

