



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

DIVISION MEMORANDUM
NO. 462, s. 2022

NOV 10 2022

**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. This Office, through the Budget and Finance Unit, will conduct a Review and Update Process Flow and Reporting of Downloading of School MOOE and Other Financial Transactions on December 9, 2022, Friday, 8:00 a.m. to 05:00 p.m. Venue to be announced later.

2. The participants to this activity are the following:

PARTICIPANTS	NO.
Division Budget Office	2
Division Accounting Office	<u>13</u>
Total	15

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

- Financial Reports as of November 30, 2022
- Other Financial Reports to be submitted to COA
- Laptop and Extension Cord

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.

LEA C. BELLEZA EdD

Education Program Supervisor
Officer-In-Charge

Office of the Assistant Schools Division Superintendent

