



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

DIVISION MEMORANDUM

No. 203, s. 2021

CONDUCT OF MID-YEAR CONVERGENCE OF DIVISION BOOKKEEPERS AND NON-IUS BOOKKEEPERS

To: Assistant Schools Division Superintendent
Public District Supervisors
Elementary and Secondary Non-IU School Heads
Budget Officer
Clustered Bookkeepers
All Others Concerned

1. The Division Finance Unit, together with the Division Clustered Bookkeepers, will conduct **Mid-year Convergence of Division and Non-IUs Bookkeepers** on September 1-2, 2021 at Marañon Building, ERAMS West.
2. This activity aims to:
 - a. Provide forum to discuss finance processes on the proper utilization and liquidation of School MOOE Funds; and
 - b. Resolve prevailing issues and concerns
3. Participants to this activity are the following:
 - a. Budget Officer (1)
 - b. Administrative Officer V (1)
 - c. Clustered Bookkeepers (22)
 - d. Division Accounting and Budget Bookkeepers (13)
 - e. Admin Bookkeeper – Fidelity Bond Application In-charge (1)
4. Clustered and Division bookkeepers shall share a 5-minute PowerPoint Presentation which highlights the issues and concerns they have encountered on their respective schools, relative to the process of releasing and liquidation of School MOOE Cash Advance.
5. The presentation shall be sent to sdokab.hardship@deped.gov.ph the day before the scheduled dates.
6. Participants are advised to have their temperature checked and to maintain physical distancing.
7. Food and other expenses are chargeable to Division HRTD Funds while travelling expenses are chargeable to School MOOE subject to the usual accounting and auditing rules and regulations.
8. For widest dissemination and compliance.

PORTIA M. MALLORCA, PhD., CESO V
Schools Division Superintendent



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To: Administrative Officer V - Budget
Administrative Officer V – Administrative Services
Division and Clustered Bookkeepers
All Others Concerned

Relative to the Mid-year Convergence of Division and Non-IUs bookkeepers on September 1-2, 2021 at the Marañon Building-ERAMS West, presented below is the schedule of presentation of bookkeepers.

Schedule of Presentation

DATE	TIME	DISTRICT	NAME OF BOOKKEEPER	DATE	TIME	DISTRICT	NAME OF BOOKKEEPER
September 1, 2021	AM			September 2, 2021	AM		
	8:45 - 9:15	K-I	Christie Myrrh Completo		8:45 - 9:15	K-II	Andrew Marie Obidos
	9:15 - 9:45	K-I	Janine Denise Felicano		9:15 - 9:45	K-II	Ira Chriccia Limaco
	9:45 - 10:15	K-I	Jarvis James Suyo		9:45 - 10:15	K-II	Ma. Irene Ejar
	10:15 -10:45	K-I	Marian Chavez		10:15 -10:45	K-IV	Berna Mae Guiriba
	10:45 - 11:15	K-I	Marites Caceres		10:45 - 11:15	K-IV	Jerrel Velasco
	11:15 - 11:45	K-I	Naila Jane Cari-an		11:15 - 11:45	K-IV	Seaia Raiza Limaco
	11:45 - 12:15	K - III	Shandy Blair Managuit		11:45 - 12:15	K-V	Hartzel Joy Evangelio
	PM				PM		
	1:00 - 1:30	K-III	Johanna Garzon		1:00 - 1:30	K-V	Mary Gaille Carian
	1:30 - 2:00	K-III	Lestine Resuma		1:30 - 2:00	K-V	Milkey Sigue
	2:15 - 2:45	K-III	Loradel Olmedo		2:15 - 2:45	K-V	Ria Cardano
	2:45 - 3:15	K-III	Rueline Carrera		2:45 - 3:15	K-V	Roberto Cabadon
	3:15 - 3:45	K-III	Sharon Mae Jaboneta		3:15 - 3:45	K-V	Ronnie Copiado
	3:45 - 4:30	K-III	Division Bookkeeper		3:45 - 4:30		Division Bookkeeper

Approved by:


PORTIA M. MALLORCA, PhD., CESO V
Schools Division Superintendent

