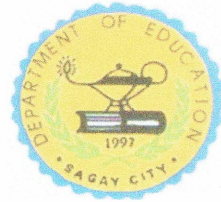


Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF SAGAY CITY
City of Sagay



Division Memorandum
No. 486 s. 2019

December 6, 2019

Year-ender Capability Training for Finance Staff Cum Quarterly Meeting

To: PSDS

School Heads of Senior High Schools and IU Secondary Schools

AO V – Admin.

AOV - Budget

Accountant III


SEPS-HRTD

SEPS M & E

Administrative Assistant III & II of Elementary, Non-IU Secondary and Senior High Schools

Senior Bookkeepers of IU Secondary Schools

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1. This is to inform the field that the quarterly meeting of Finance Staff that will be participated by Administrative Assistants III & II assigned in district offices of Elementary Schools, Non-IU Secondary Schools, Senior High Schools and IU Secondary Schools will be held on December 17, 2019 at the venue which will be determined after the procurement.
 2. The year-end gathering aims support continuous improvement in managing school Maintenance and Other Operating Expenses (MOOE) fund particularly on its utilization and cash advance liquidation of non-IU schools, provide quarterly updates on school MOOE fund utilization as well as address issues and concerns encountered by our Administrative Assistants assigned in school or handling clustered schools and sharing of good practices, provide status update on financial performance and budget utilization report of IU secondary schools and capacitate financial staffs that assist school heads for they will be provided orientation on the latest finance rules, regulations or policies affecting school fund management.
 3. For immediate compliance and widest dissemination.


ARLENE G. BERMEJO, CESO VI
Asstt. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent