



Republic of the Philippines  
**Department of Education**  
REGION VI  
SCHOOLS DIVISION OF SAGAY CITY

14 DEC 2020

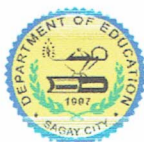
**DIVISION MEMORANDUM**  
**No. 326s. 2020**

TO: SGOD/CID Chiefs  
Education Program Supervisors  
Accountant III  
Admin. Officer V – Budget  
School Heads of Implementing Units (IU) and Non-IU Senior High Schools  
SEPS – HRTD, EPS II-HRTD, M&E  
AdAs III and II of All Elem. Schools, Non-IU Secondary Schools and Senior High Schools  
AdAs III and II of Budget and Accounting Units

**2020 FINANCE YEAR-END CAPABILITY TRAINING: “RE-ORIENTATION OF SCHOOL ADMINISTRATIVE ASSISTANTS ON BMS, BUDGET REPORTORIAL AND MOOE UTILIZATION AND LIQUIDATION GUIDELINES VIS-À-VIS YEAR-END PERFORMANCE REVIEW”**

1. The Budget and Finance Units will conduct a one-day Capability training on Re-Orientation of School Administrative Assistants on BMS, Budget Reportorial And MOOE Utilization and Liquidation Guidelines vis-à-vis Year-End Performance Review on December 21, 2020 from 08:00 in the morning to 05:00 in the afternoon. Venue will be announced later.
2. Participants to this training are all Administrative Assistants of Implementing Unit (IU) and Non-Implementing Unit (Non-IU) schools handling budget and financial transactions.
3. Stringent compliance to mandatory health protocols at the venue is required from every participant such as wearing of face masks and face shield, maintaining one-meter social distance inside the room, availability of individual sanitizers, and temperature checking upon entry of the participants.
4. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Immediate and wide dissemination of this memorandum is desired.

**ARLENE G. BERMEJO, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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