

Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

February 16, 2016


DIVISION MEMORANDUM

No. 090, s. 2016

ONE DAY CONFERENCE OF BOOKKEEPERS AND DISBURSING OFFICERS – ELEMENTARY and SECONDARY SCHOOLS

To: Public Schools District Supervisors/OICs/Caretakers
Public Elementary and Secondary School Heads

1. This Office announces the conduct of One-Day Conference of Bookkeeper and Disbursing Officers on **February 22, 2016** for elementary and **February 23, 2016** for secondary schools from 8:00 a.m. to 5:00 p.m. at the Division Office Social Hall.
2. This conference aims to:
 - a. Orientation of newly hired ADAS II and III
 - b. give updates on the guidelines for checking the MOOE downloading and all other special funds granted to different schools (elementary/secondary)
 - c. focus on the timely submission of the financial, budgetary and all other reports
3. Travelling and other incidental expenses of the participants such as meals and snacks shall be chargeable against School/Division MOOE funds, subject to the availability and usual accounting and auditing rules and regulations.
4. This Memorandum serves as "Authority to Travel" of the participants.
5. Please be guided accordingly.


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Schools Division Superintendent

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