



Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601

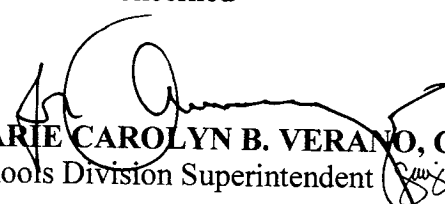


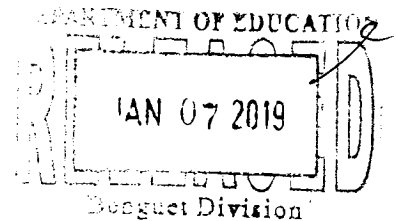
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DIVISION MEMORANDUM

No. 07 s. 2019

TO: Public Schools District Supervisors/District Coordinators
Secondary School Principals
Senior Bookkeepers and Disbursing Officers of Non-Implementing Units
All Others Concerned

FROM:  **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent



SUBJECT: FIRST REGULAR MEETING OF FINANCE SECTION

DATE: January 7, 2019

1. The Finance Section will be having a meeting with the Field Senior Bookkeepers (ADAS III) and Disbursing Officers (ADAS II) on January 11, 2019 (venue to be announced).
2. The meeting aims to update the Finance Personnel on the 2019 MOOE allotment of the schools; present the 2018 financial accomplishment; and to address issues and concerns encountered in the field regarding liquidation of School Maintenance and Other Operating Expenses (MOOE) and other funds downloaded to the schools.
3. Participants are as follows:

	Number of Participants
Accountant, Budget Officer	2
Administrative Assistant III (Senior Bookkeepers)	37
Administrative Assistant II (Disbursing Officer)	22
Administrative Assistant I	1
TOTAL	61

4. Expenses for meals (Lunch and AM Snack) shall be shouldered by the Division Office subject to the usual budgeting, accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

NLB/fcp