

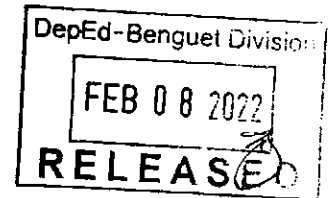


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

February 7, 2022

DIVISION MEMORANDUM

No. 039, s. 2022



TO: Public Schools District Supervisor
Elementary and Secondary School Heads
Mobile and School Bookkeepers of Non-Implementing Units
Bookkeepers and Disbursing Officers (Implementing Units)
All concern personnel

SUBJECT: FIRST KUMUSTAHAN SA FINANCE

1. Pursuant to DepEd Order 29, s. 2019 re Guidelines on the Direct Release and Use of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools, including Other Funds Managed by Schools wherein DepEd shall promulgate systems and processes to facilitate the implementation of the provisions prescribed by COA-DBM-DepEd-Joint Circular No. 2019-1, which aims for an effective and efficient management of cash advances to DepEd Non-Implementing Units (Non-IUs) for school maintenance and other operating expenses (MOOE), in particular and the public financial resources in general.
2. The activity aims to:
 - a. Give updates on the 2022 School MOOE Budget;
 - b. Give updates on Guidelines on Official Local Travels in the Department of Education (DepEd Order 22, s.2019);
 - c. Give updates and technical assistance in the Preparation of Disbursement Voucher, Monthly Alpha List of Payees, Subsidiary Ledger and Bank Reconciliation report;
 - d. Give updates and technical assistance on Philgeps Registration/ Posting; and
 - e. Assist IU schools in Preparation of First Quarter Financial Reports.
3. The First Kumustahan sa Finance will be conducted on February 16-18, 2022 (Enclosure 1) to be held at H100 Ecolodge, Magsaysay, Baguio City.



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4. Participants for non-Independent Units are required to bring the Hard Copy of their Snap shot for the month of January 2022 and laptops for the workshop proper.
5. Participants with no signs and symptoms of cough, fever, runny nose and sore throat shall observe minimum IATF protocols for the whole duration of the activity like wearing of face mask, social distancing and washing/sanitizing of hands.
6. Expenses for meals (Lunch and Snacks) shall be chargeable against SDO Funds while travel expenses incurred in attendance to this meeting shall be charged against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum to all concerned is enjoined.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

OSDS/FINANCE/fcp



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Enclosure 1:

Participants		Number of Participants
Schools Division Superintendent		1
Assistant Schools Division Superintendent		1
Accountant and Budget Officer		2
Presenters		5
BATCH 1: February 16, 2022	BATCH 2: February 17, 2022	BATCH 3: February 18, 2022
Itogon I (6) Carmel Siong Gretchen Lepi Joan Padopad Crizalyn Mae S. Asiong Jermilyn Sab-it Charish Waclin Itogon II (5) Vivian Kidange Dyesebel Mocyat Glenda Domegyay Joana Bayeng Marites B. Olanos Bokod (7) Avelina Pepoa Mark Christian Mackay Gemma Basatan Juliet Casemero Jenethz De Los Santos Freddie Cuidno Ermelinda Pablo Tuba (8) Wilma Atos Gwen Pocdihon Charine Abuan Manilyn Laoyan Janelle N. Sibayan Daisy Dionisio Jenny Kymberly Lee Denny S. Mataan Buguias (7) Precious S. Baniwas Rose Marie Payangdo Loida Boaging Bernadith A. Sabo	Bakun (4) Janice Bawas Kezel Joy Pulquiso Leonida Del-amen Leona Laita Lynnne Ann Cabatan Mankayan (7) Lilian Carpio Edrine Jae Del-isen Jordan Mendoza Agustina J. Estalin Julia Domanas Mary Grace Paat Erfinia Tolawan Kapangan (5) Jamilla Morris Jigie Basilio Jenalyn Cura Ellyn Begawen Jonna Owao Sablan (3) Monalie P. Cacatian Shirlyne Gay Joseph Elrodiza M. Bautista Kibungan (4) Shania Atiwen Jonalyn Gapad Alona T. Tarcelo Joan S. Tungpalan La Trinidad (8) Christian Keith T. Soriano Liezl Eustaquio Jonielyn Tayaban Joana Durante	Josephine Cariño Lalyn Norman Merylyn Beltran Zeny Banto Elsie Paculan Jessica Deo Romea Paterno Mary Ann Digmayo Lorna Gorio Aiza Jane Labuanan Elnora Agbunag Lemarie Villaruz Teresita Santos Kristy Ann Ma-anao Janice Nollora Rechelle Fianza Melva Teligo Jhonton Camti Noriel Espada Jemima Bentriz Kimberly Jade Santiago Lydia Tadios Juliene Diaz Sofia Kingay Myrna Tinda Facilitators: Freda E. Paclos Julie Ann B. Soriano



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Esther Douglas Marylou Magsiano Rhea Dianne Damilo Kabayán (4) Ewald Agustin Narcisa Diaus Heidi Alvarez Marites A. Dimot Facilitators: Febra Canuto Caiver Olay Jonalyn Gayaso	Angelica P. Wakat Emily D. Bekseng Dave N. Bagta Araceli P. Galasgas Tublay (4) Eufraelyn B. Celino Julius Dig-o Karen Omalio Cherrylyn B. Embes Atok (4) Gretchen Simeon Larian Sagayo Delailah Tawa John-Gi Clyde D. Pugong Facilitators: Jaro Rosal Harruel Bryse Cawas Juvy Langpawen Julie Ann Soriano	
TOTAL : 47	47	30



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