
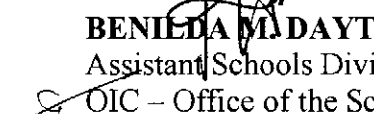
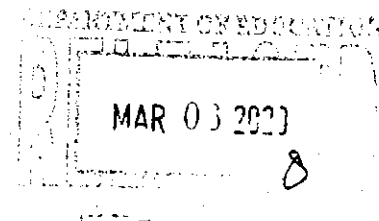
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>Division Memorandum No. <u>055</u> s. 2020</b></p>		<p>Name of Office: <b>OSDS-SDS Office</b></p>	

**TO:** Public Schools District Supervisors/District Coordinators  
Elementary and Secondary School Heads  
Mobile Bookkeepers & School Bookkeepers of Non-Implementing Units  
All Others Concerned

**FROM:**  **BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



**SUBJECT:** **FIRST QUARTER KUMUSTAHAN SA FINANCE**

**DATE:** March 05, 2020

- The Division Office will be conducting the First Quarter Kumustahan sa Finance to all designated School Bookkeepers of Non-IUs, Mobile Bookkeepers and District Bookkeepers on March 13, 2020 at Dap-ayan Restaurant, Km. 5, Pico, La Trinidad, Benguet.
- The kumustahan aims to update the Finance Personnel on the procedural guidelines on the management of cash advances for the school Maintenance and Other Operating Expenses and Program Funds on Non-Implementing Units pursuant to DepEd Order No. 029, s. 2019.
- Participants are as follows:

	Number of Participants
Accountant, Budget Officer	2
Administrative Officer IV (Cash, Supply)	2
Administrative Assistant III (District Bookkeepers)	6
Administrative Assistant III/II (Mobile Bookkeepers)	44
Administrative Assistant II (School Bookkeepers)	34
Administrative Assistant II (Disbursing Officers)	2
<b>TOTAL</b>	<b>90</b>

- Expenses for meals (Lunch and AM Snack) shall be shouldered by the Division Office while travelling expenses shall be charged against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
- Immediate and wide dissemination of this Memorandum is desired.