

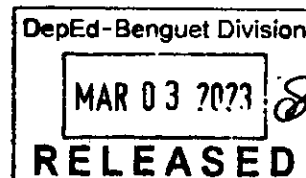


Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

March 2, 2023

DIVISION MEMORANDUM

No. 71, s. 2023



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

SUBJECT: FIRST QUARTER CONFERENCE OF FINANCE PERSONNEL

1. To ensure guidance on the implementation of Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and other Operating Expenses Allocation of Schools, including other Funds Managed by Schools (DepEd Order No. 008, s. 2019) the Schools Division of Benguet thru the Finance Unit shall conduct the **First Quarter Conference of Finance Personnel** at **Dap-ayan, Pico, La Trinidad, Benguet, 8 am to 5 pm on March 15-16, 2023.**
2. The activity aims to:
 - a. To give updates on the 2023 School MOOE Allotment.
 - b. To give clarification on the functions of School/ Mobile Bookkeepers as to their roles and responsibilities in school MOOE Liquidation Reports.
 - c. To provide technical assistance on how to implement procedures or measures on effective and efficient management of cash advances to DepEd Non-IUs for School MOOE.
 - d. To give updates on the Guidelines on Official Local Travels in the Department of Education (DepEd Order 22, s.2019).
 - e. To enhance knowledge and skills on preparation of liquidation reports through workshops.
 - f. To provide an avenue for discussing work issues and identifying group solutions to these concerns that will improve their services to stakeholders.
3. The participants are requested to bring their laptops for the workshop on MOOE system. Kindly see the enclosures on the names of participants.
4. Expenses for meals (Lunch and Snacks) shall be chargeable against SDO MOOE 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.
5. Immediate dissemination of this memorandum to all concerned is enjoined.


GLORIA B. BUYA-AO
 Schools Division Superintendent

OSDS/FINANCE/jsb



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Schools Division of Benguet

BATCH 1: March 15, 2023	BATCH 2: March 16, 2023
Atok District (3 pax) Gretchen Simeon Larian Sagayo Delailah Tawa Itogon I District (6 pax) Carmel Siong Joan Padopad Jermilyn Sab-it Charish Waclin Gary Frondarina Crizalyn Asiong Itogon II District (5 pax) Vivian Kidange Dyesebel Mocyat Gretchen Lepi Joana Culas Marites Olanos Kibungan District (4 pax) Jonalyn Gapad Shanaia Atiwen Alona Tarcelo Carol M. Bumakil La Trinidad District (8 pax) Christian Keith T. Soriano Liezl Eustaquio Jonielyn Tayaban Joana Durante Angelica P. Wakat Emily D. Begseng Dave N. Bagta Aracelli Galasgas Sablan District (3pax) Monalie P. Cacatian Elrodiza M. Bautista Shirlyne Gay Joseph Tuba District (9 pax) Gwen Pocdihon Wilma Cariño Charine Abuan Janelle Sibayan Jessica Deo Jenny Kymberly Dossdos Denny Mataan Daisy Dionisio Manilyn Laoyan Tublay District (4 pax) Eufraelyn B. Celino Julius Dig-o Karen Omalio	Bakun District (4 pax) Kezel Joy Bilayan Leona Laita Leonida Del-amen Lynn Ann Cabatan Kabayan District (4 pax) Ewald Agustin Heidi Aquisan-Alvarez Narcisa Diaus Marites Dimot Mankayan District (8 pax) Edrine Jae Del-isen Lilian Carpio Erfinia Tolawan Julia Domanas Jake Battateng Sherwin Pladio Vianney Ablayan Mary Grace Paat Bokod District (7 pax) Mark Christian Mackay Gemma Basatan Avelina Pepoa Juliet Casimero Jenethz De Los Santos Ermelinda Pablo Freddie Cuidno Buguias District (9 pax) Precious Baniwas Rose Marie Payando Loida Boaging Bernadith Sabo Esther Douglas Marylou Magsiano Rhea Dianne Binomnga Wilner Pala-og Wilma Damilo Kapangan District (5 pax) Jigie Basilio Jenalyn Cura Jonna Owao Ellyn Begawen Joan Tungpalan



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Cherrylyn B. Embes	
Accounting Section (10 pax) Florinda C. Pagoy Julie Ann B. Soriano Juvy Langpawen Jonalyn Gayaso Mary Ann Digmayo Jaro Rosal Chiqui Anne Telio Harruel Bryse Cawas Caiver Olay Febra Canuto	Accounting Section(10 pax) Florinda C. Pagoy Julie Ann B. Soriano Juvy Langpawen Jonalyn Gayaso Mary Ann Digmayo Jaro Rosal Chiqui Anne Telio Harruel Bryse Cawas Caiver Olay Febra Canuto
Budget Section (3 pax) Florabel Buclay Freda Paclos Francisca Aroco	Budget Section (3 pax) Florabel Buclay Freda Paclos Francisca Aroco
TOTAL : 55	50



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