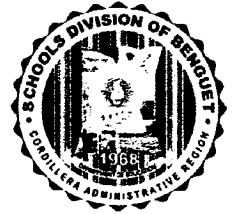




Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;
Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

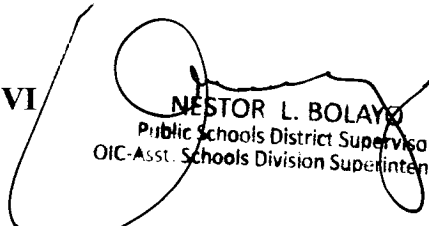
DIVISION MEMORANDUM

No. 152 s. 2019

MAY 21 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


NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

SUBJECT: SECOND REGULAR MEETING OF FINANCE SECTION

DATE: May 21, 2019

1. The Finance Section will be having a meeting with the Field Senior Bookkeepers (ADAS III) and Disbursing Officers (ADAS II) on May 24, 2019 at the Calajo Food House, Km. 6, La Trinidad, Benguet.
2. The meeting aims to orient the Finance Personnel on the preparation of Enhanced School Improvement Plan (eSIP) of schools, reconcile 2019 MOOE liquidations of the schools; 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
Senior Education Program Specialist (M&E)	1
Administrative Assistant III (Senior Bookkeepers)	36
Administrative Assistant II (Disbursing Officer)	18
TOTAL	57

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