



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet
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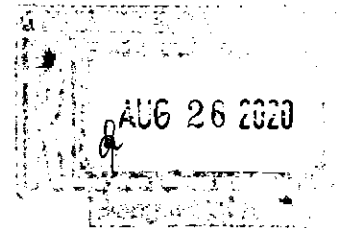
Document Code: SDO-BENG-QF-OSDS-SDS-003
 Revision: 00
 Effectivity date: 09-10-2019

DIVISION MEMORANDUM 166, s. 2020

Name of Office: SDO-OSDS

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

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





Subject: **SECOND KUMUSTAHAN SA FINANCE**

Date: August 26, 2020

1. The Division Office will be conducting the Second Kumustahan sa Finance to all designated School, Mobile and District Bookkeepers through webinar on September 03, 2020 at 8:30 AM onwards.
2. The *kumustahan* aims to update the Finance Personnel on the following topics:
 - a. Government Procurement Process;
 - b. Procurement Forms;
 - c. DO 15, s. 2020 – Supplementary Guidelines on Managing MOOE Allocation for Schools to Support the Implementation of Basic Learning Continuity Plan in Time of Covid-19 Pandemic; and
 - d. Other concerns on school MOOE liquidations.
3. The School and Mobile Bookkeepers are advised to update their Supplies Ledger Card, Stockcards and google sheet on MOOE utilization for presentation.
4. Participants are as follows:

	Number of Participants
SDS, ASDS, Accountant, Budget Officer	4
Administrative Assistant III (District Bookkeepers)	6
Administrative Assistant III (Mobile Bookkeepers)	44
Administrative Assistant II (School Bookkeepers)	21
Administrative Assistant II (Disbursing Officers)	2
TOTAL	77

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5. Participants are reminded to locate a spot with stable internet access to ensure full participation and gain information from the discussions. Participants should download Google Meet Application in order to join the webinar. The link of the webinar will be sent to the SDO Benguet Finance Facebook Group Chat a day before the webinar. Participants are also reminded to wear proper attire during the conduct of webinar.
6. Meals and snacks will be served for the SDO participants while Internet/Wifi load of Php100.00 will be provided to field participants during the 1-day webinar. All related expenses for the conduct of the webinar shall be chargeable against 2020 SDO HRTD fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum to all concerned is enjoined.