



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

June 8, 2021

DIVISION MEMORANDUM

No. 206,s.2021

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

FIRST KUMUSTAHAN SA FINANCE

1. The Division Office will be conducting the First Kumustahan sa Finance to all designated Schools, Mobile and District Bookkeepers in three batches on June 17, 18 (non IU's) and June 24, 2021 (IU's) (8:00 AM to 5:00 PM) at Adivay Hall, Schools Division of Benguet, Wangal, La Trinidad, Benguet.
2. The kumustahan aims to accomplish the following:
 - a. Reconciliation of MOOE Balances (non-IUs)
 - b. Preparation of 2021-Midyear Reports (IUs)
 - c. Updates on Fidelity Bond and Tax
 - d. Discussion of common COA Audit Observations
 - e. and other concerns

3. Participants are as follows:

	Number of Participants
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Accountant, Budget Officer	2
AO II, Administrative Assistant III, and Administrative Assistant II	3
Batch I: June 17, 2021 Kabayan (5 pax) Sablan (3 pax)	



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Bokod (4pax) Kibungan (4 pax) La Trinidad (7 pax) District Bookkeeper (2 pax)	Tuba (6 pax) Tublay (4 pax) Atok (3 pax)	38
Batch 2: June 18, 2021 Buguias (5 pax) Itogon I & II (9 pax) Mankayan (12 pax) District Bookkeeper (2 pax)	Bakun (5 pax) Kapangan (5 pax)	41
Batch 3: June 24, 2021 Atok NHS Buguias NHS Kamora NHS Lepanto NHS Mankayan NHS Benguet NHS Tuba NHS	Tublay School of Home Industries (TSHI) Gov.Bado Dangwa Agro Industries (GBDAIS) Bokod NHS Loo NHS La Trinidad NHS Kibungan NHS Alejo M. Pacalso Memorial NHS	28
TOTAL		113

- Participants are required to bring the Hard Copy of their Updated Subsidiary Ledgers for non-Independent Units (non-IUs), eFRS and BMS for Independent Units (IUs)
- Expenses for meals (Lunch and Snacks) 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 dissemination of this memorandum to all concerned is enjoined.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

DIVISION/SECTION/initials



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