



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet
 Telefax: (074) 422 6570; (074) 422-7501

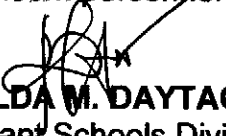


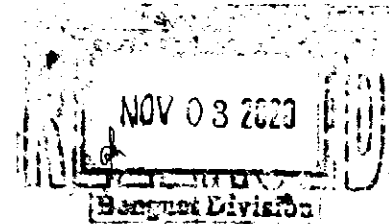
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DIVISION MEMORANDUM 228, s. 2020

Name of Office: SDO-OSDS

**TO: Public Schools District Supervisor
 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: THIRD KUMUSTAHAN SA FINANCE

Date: November 3, 2020

1. The Division Office will be conducting the Third Kumustahan sa Finance to all designated School, Mobile and District Bookkeepers in three batches on November 3-19, 2020 (8:00 AM to 5:00 PM) at Adivay Hall, Schools Division of Benguet, Wangal, La Trinidad, Benguet.
2. The kumustahan aims to update the Finance Personnel on the following topics:
 - a. Reportorial Requirements for the Financial Year-End Report
 - b. Computation of Liquidated Damages
 - c. Presentation of IPCRF for Mobile/School Bookkeeper
 - d. Presentation of List of Required Attachments for Liquidation Report
 - e. Presentation of MOOE Balances
 - f. Other Concerns
3. Participants are as follows:

	Number of Participants
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Accountant, Budget Officer, Administrative Assistant I	3
Administrative Assistant III/II (District Bookkeepers)	7
Batch I: November 3, 2020	21
Kapangan (5)	
Kibungan (3)	
Mankayan (7)	
Tublay (3)	
Sablan (3)	



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Batch 2: November 18, 2020 Bokod (4) Kabayan (5) Itogon 1 and 2 (10) Buguias (6)	25
Batch 3: November 19, 2020 Atok (2) Bakun (5) Tuba (7) La Trinidad (8)	22
TOTAL	80

4. Participants are required to bring the Hard Copy of their Updated Subsidiary Ledgers.
5. 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.
6. Immediate dissemination of this memorandum to all concerned is enjoined.

3:30 – 4:45 PM	Open Forum	
4:45 – 5:00 PM	Closing Program: Closing Remarks	FLORINDA C. PAGOY Accountant Mobile/School Bookkeeper
	Prayer	

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Matrix of Activities

DAY 1-3	TOPIC	SPEAKER
8:00 – 8:30 AM	Registration/Arrival	District Bookkeeper
8:30 – 9:00 AM	Opening Program: Nationalistic Song Prayer	Mobile/School Bookkeeper
	Welcome Remarks	SAMUEL T. EGSAEN JR, EdD ASDS
	Message	BENILDA M. DAYTACA, EdD, CESO VI SDS
9:00 AM – 10:00 AM	Computation of Liquidated Damages	NOVELYN I. ASIONG Administrative Assistant II
10:00 – 11:00 AM	Presentation of IPCRF for Mobile/School Bookkeeper	JULIE ANN B. SORIANO Administrative Assistant III
11:00 – 12:00 PM	Presentation of MOOE Balances	FREDA E. PACLOS Administrative Assistant I
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:30 PM	Reportorial Requirements for the Financial Year-End Report	FLORINDA C. PAGOY Accountant
3:30 – 4:45 PM	Open Forum	
4:45 – 5:00 PM	Closing Program: Closing Remarks	FLORINDA C. PAGOY Accountant
	Prayer	Mobile/School Bookkeeper