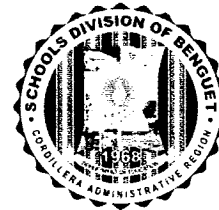




Republic of the Philippines  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



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. 242 s. 2018

**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 

**SUBJECT: SECOND REGULAR MEETING OF FINANCE SECTION**

**DATE:** October 09, 2018

1. The Finance Section will be having a meeting with the Field Senior Bookkeepers (ADAS III) and Disbursing Officers (ADAS II) on October 12, 2018 at the Adivay Hall, SDO Building.
2. The meeting aims to update the Finance Personnel on Total Quality Management (ISO Journey); to present the 2019 MOOE allotment 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
Administrative Assistant III (Senior Bookkeepers)	37
Administrative Assistant II (Disbursing Officer)	21
Administrative Assistant I	1
<b>TOTAL</b>	<b>61</b>

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