
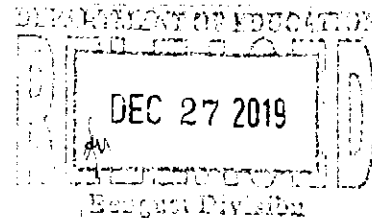

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<p>Division Memorandum No. <u>421</u> s.2019</p>			<p>Name of Office: OSDS-Accounting</p>

TO: Administrative Assistants II (Non-IUs – Finance)
Administrative Assistants III (Non-IUs- Finance)
School Heads (Non-IUs)
All Others Concerned



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



SUBJECT: RE-CLUSTERING OF ELEMENTARY SCHOOLS AND SECONDARY NON-IMPLEMENTING UNITS (Non-IUs) HANDLED BY FINANCE PERSONNEL

DATE: December 27, 2019

Consistent with Regional Memorandum No. 225, s. 2015 and DepEd Memorandum dated March 31, 2014 on the filling up of Financial Staff Positions and to reiterate the job descriptions of Administrative Assistants II and III assigned to DepEd Non-Implementing Units (Non-IUs), the following guidelines are hereby adopted;

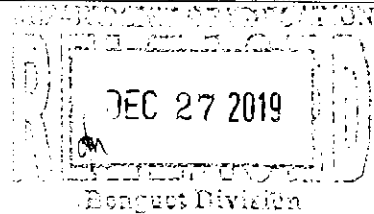
1. Mobile Bookkeepers will be assigned to a cluster of elementary and secondary schools (Non-IUs) and shall in accordance with planned schedule, report/provide technical assistance to every school assignment at least once a month. They shall directly report to the School Head of their assigned official station effective January 06, 2020.
2. District Bookkeepers will be assigned a cluster of districts and shall in accordance with planned schedule, provide technical assistance to every Mobile Bookkeeper at least once a month. These district bookkeepers shall be directly under the supervision of the Division Accountant.
3. They shall be entitled to reimbursement of travelling expenses in accordance with budgeting, accounting and auditing rules and regulations, chargeable against School MOOE for Mobile Bookkeepers and Division MOOE for District Bookkeepers.
4. **Enclosure No. 1** refers to the Job Descriptions of Mobile Bookkeepers.
5. **Enclosure No. 2** refers to the Job Descriptions of District Bookkeepers.
6. **Enclosure No. 3** refers to the district/school assignments and official stations of the ADAS II and ADAS III.

For the information, guidance and compliance of all concerned.

	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 01</p> <p>Effectivity date: 09-10-2019</p>
<p>Division Memorandum No. <u>421</u> s.2019</p>		<p style="text-align: right;">Name of Office: OSDS-Accounting</p>	

Enclosure No. 1

JOB DESCRIPTION





MOBILE BOOKKEEPERS

1. Provide financial management support such as:
 - 1.1 Assists school heads in the preparation of Work and Financial Plan (WFP) for School MOOE, SBFP and other program funds, Monthly School Operating Budget (SOB), Annual Procurement Plan (APP), APP-CSE and Project Procurement Management Plan (PPMP);
 - 1.2 Assist school heads in the opening of bank accounts;
 - 1.3 Checks SOB against WFP and ensure that the amount of cash advance each school is requesting is in agreement with the estimated amount of each program and period within which they are intended to be implemented.
 - 1.4 Prepare checks and Disbursement Vouchers for payments for assigned schools. Ensure that DVs have complete attachments and requirements per DepEd Orders and COA rules and regulations.
 - 1.5 Prepares BIR Forms 2306 and 2307 for taxes withheld and submits Monthly Alpha List (MAP) to District Bookkeeper on or before the 28th of every month;
 - 1.6 Monitors the purchases and issuances of school supplies, maintains Index of Payment (IP) and Supplies Ledger Cards (to be reconciled regularly with Stock Cards maintained by the designated school's Supply Officer) of assigned schools;
 - 1.7 Assists in the preparation of monthly Check Disbursement Journal (CkDJ) or monthly Cash Disbursement Journal (CDJ) together with the Liquidation Reports (LR) and Journal Entry Voucher (JEV) of all cash advances made to all the cluster schools and submits on or before the last working day of the month to the District Bookkeeper.
 - 1.8 Updates school heads on the Status of School Fund Utilization and Balances;
 - 1.9 Prepares monthly Bank Reconciliation Statement of the assigned schools.
 - 1.10 Maintains subsidiary ledgers of school MOOE and other programs funds and reconciles fund balances and with the District Bookkeepers on a monthly basis.
 - 1.11 Reports issues and concerns on fund utilization of assigned schools;
 - 1.12 Perform other related jobs that may be deemed necessary in expediting the services being delivered by the finance unit to all the clientele.
2. Provide administrative support such as:
 - 2.1 Counterchecking of Report of Attendance of teachers and school heads for Special Hardship Allowance against their Daily Time Records and submit to District Bookkeeper the report on or before the 5th day of the following month;
 - 2.2 Assist School Heads in the application for Fidelity Bond;
 - 2.3 Ensure that MOOE Liquidations are posted on the Transparency Board of the schools.
 - 2.4 Perform administrative functions to assist the school heads of assigned schools;
 - 2.5 Perform other functions assigned by the Schools Division Superintendent.

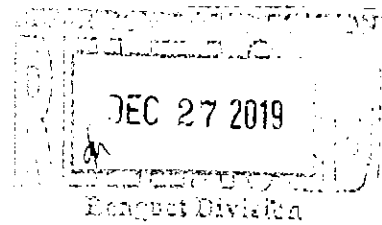
Note that the primary functions of the ADAS III and ADAS II will be for finance to ensure the downloading of funds for school MOOE and other programs is in accordance with the work and financial plan. Hence, they will perform related jobs only after the financial services to the schools have been ensured and done completely.



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<p>Division Memorandum No. <u>421</u> s.2019</p>		<p>Name of Office: OSDS-Accounting</p>	

Enclosure No. 2

JOB DESCRIPTION



DISTRICT BOOKKEEPERS

1. Provide financial management support such as:
 - 1.1 Prepares Disbursements Voucher for the release of School MOOE and other program funds and communicate downloaded funds to accountable officers;
 - 1.2 Ensure that accountable officers are properly bonded;
 - 1.3 Checks Liquidation Reports submitted as to accuracy and completeness of supporting documents and post Journal Entry Vouchers (JEV) thru the Enhanced Financial Reporting System (eFRS);
 - 1.4 Maintains subsidiary ledgers of school MOOE and other programs funds and reconciles fund balances and with the Budget Office;
 - 1.5 Prepare and submit monthly Report on the Status of MOOE Downloading, Liquidation and Balances, Quarterly Status and Ageing of Cash Advances and other reports;
 - 1.6 Consolidates Monthly Alpha List (MAP) submitted by the Mobile Bookkeepers and ensure that taxes withheld are remitted thru the Electronic Filing Payment System (eFPS);
 - 1.7 Checks submission of monthly Bank Reconciliation and counterchecks the accuracy of the Bank Reconciliation Statement;
 - 1.8 Transmits approved Liquidation Reports to the COA office;
 - 1.9 Prepare and issue Notice of Unliquidated Cash Advances and Demand Letters to accountable officers
 - 1.10 Assist in the implementation of Audit Observation Memoranda (AOMs);
 - 1.11 Reports issues and concerns disbursement and liquidation of school funds;
 - 1.12 Perform other finance related tasks and other functions assigned by the Schools Division Superintendent.





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 SDS-004

Revision: 01

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Division Memorandum No. 421 s.2019

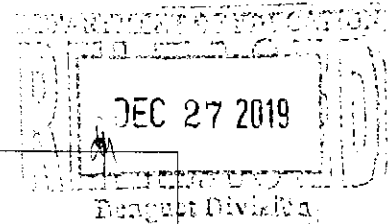
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Enclosure No. 3

**DISTRICT/SCHOOL ASSIGNMENTS AND OFFICIAL STATIONS OF MOBILE BOOKKEEPERS
 AND DISTRICT BOOKKEEPERS**

DISTRICT BOOKKEEPERS

- Schools Division Office (*Official Station*)



Jennilyn L. Alfredo	Kapangan District Kibungan District Mankayan District
Twinkle D. Asudera	Buguias District Itogon I District Itogon II District
Beverly Shane A. Berting	Tublay District
Juvy K. Langpawen	La Trinidad District Sablan District
Jamilla B. Morris	Bokod District Kabayan District
Julie Ann B. Soriano	Atok District Bakun District Tuba District

MOBILE BOOKKEEPERS

Larian Sagayo	Celo Haight ES (<i>Official Station</i>) Beckes Pol-oc PS Bosleng ES Calasipan ES Rufino Alawas ES Oyusan PS Camp 30 NHS Batan ES Tamang ES Mongoto ES
Libina Sarac	Camp 30 ES (<i>Official Station</i>) Adoyunan ES Dalmacio Miguel PS Englandad PS Bonglo ES Ja'pa PS Caliking ES Filomena P. Cating ES Naguey ES Pasdong ES Topdac ES



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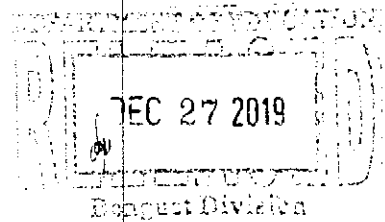
Revision: 01

Effectivity date: 09-10-2019

Division Memorandum No. 421 s.2019

Name of Office:
OSDS-Accounting

Deshel Wayan	Ampusongan NHS – Main (<i>Official Station</i>) Labinio-Mariano ES Yugo-Bantales ES Tingbaoen-Galisen ES Labinio-Acquisio ES
Kezel Joy Pulquiso	Palidan ES (<i>Official Station</i>) Dio-alan PS Bagu ES Barbarit PS Ketagan-Cabatan ES Guing-oy ES Masalin PS Talbino ES Copcopit ES Dalingoan ES Sinacbat ES Bakun NHS Extension - Sinacbat
ADAS II (Vacant)	Bulisay ES Kayapa ES Nagawa ES Cadsi-Amoy ES – Main Lamew ES Legab ES Cadsi-Amoy ES – Poway Annex
Leona Laita	Ampusongan ES (<i>Official Station</i>) Cabutotan ES Tanas ES Tap-ayao-Abiyang ES Bagtangan ES Batanes PS Bakun CS Bakun NHS
Avelina Pepoa	Daklan ES (<i>Official Station</i>) Karao ES Ambangeg ES Camanggaan ES Ekip ES Liboong PS Tikey PS Karao Tribe ES Pidile PS Celo Doni PS
Mark Christian Mackay	Bokod CS (<i>Official Station</i>) Bakian Guiniawan PS Bantas Suanding ES Naswak ES Bulo ES Galsa ES Pilpiok ES Akbot Alicnas ES Poodan ES



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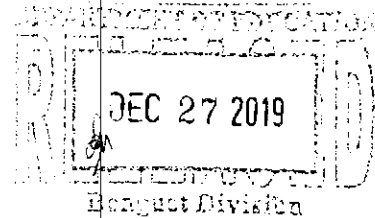
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Division Memorandum No. 421 s.2019

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OSDS-Accounting

Brigette Antonio	Bangao ES (<i>Official Station</i>) Ambuklao ES Banao ES Bangen ES Bisal ES Kawal ES Kiweng PS Alfredo P. Chanao ES Otpong PS Adonot PS Ambayec PS
Kristy Ann Ma-anao	Loo ES (<i>Official Station</i>) Calamagan ES Pan-ayaoan ES Taba-ao PS Cotcot-Talabis ES Tin-apan PS Bangao-Moreno ES Bangao NHS Cotcot PS
ADAS II (Vacant)	Cabacab ES Tindo-Bosania PS Lam-ayan ES Am-am ES Ayosep PS Dagadag PS Baili NHS Annex – Cabacab
Manilyn Laoyan	Buyacaoan ES (<i>Official Station</i>) Alapang ES Buguias CS Bano-oy ES Amlimay ES Bot-oan ES Guioeng ES Kimpit ES Naytokyab ES Engay Willie Bay-an PS Catlubong NHS
Catalina Lomasok	Bad-ayan ES (<i>Official Station</i>) Pasbol-Belino ES Bacasen-Wakit ES Ambanglo PS Bangsalan-Daganos PS Paing ES Pugo James Mocate ES Catlubong-Adiston ES Cayapes ES Orlani Telitel PS Deccan PS



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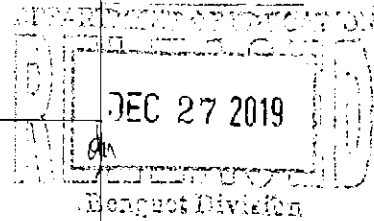
Revision: 01

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Division Memorandum No. 421 s.2019

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Vacant (ADAS III)	Sinipsip NHS (<i>Official Station</i>) Amgaleyguey PS Sagandoy ES Tonglo-Cariño PS Saclalan Sagandoy ES Sinipsip ES
Vacant (ADAS II)	Abatan ES Laduan PS Lengaoan-Waking ES Bayoyo-Lukingan-Awal ES Bekes ES Ulsino PS
Vacant (ADAS III)	Sinipsip NHS –Natubleng Extension Cabuguiasan PS Nabalicong Saltin ES Natubleng ES Camilo Lucaben ES Enrique Jose ES Pakpakitan ES Tonguey – Nalusbo PS Madaymen NHS
Carmel Siong	Tinongdan ES (<i>Official Station</i>) Botic ES Liang PS Luneta ES Binga ES Domolpos Com. Sch. Lusod Com. Sch. Jose F. Oplies ES Saybuan PS
Richelle Dioayan	Ucab ES (<i>Official Station</i>) Loacan ES Gumatdang ES Midas ES Gold Creek ES
Joan Padopad	Tuding ES (<i>Official Station</i>) Pacalso ES Tocmo ES Baguio Gold ES Maximo Fianza Lopez ES Labilab ES
Vivian Kidange	Fianza ES (<i>Official Station</i>) Itogon CS Lawiguen Com. Sch. Solmon Solano ES Oling ES Sayo PS Tabu ES Goldfield PS Laurencio Fianza NHS Annex – Bantic



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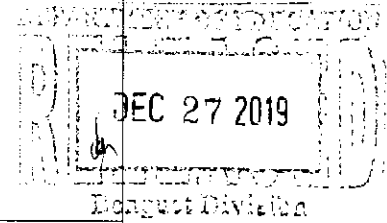
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Dyesebel Mocyat	Manganese ES (<i>Official Station</i>) Ampucao ES Banget ES Lab-ang Com. Sch. Tapsan ES Alberto Altiga Sr. ES Ampucao NHS
ADAS III (vice M. Budoy)	Virac ES Acupan ES Dalicno ES Balatoc ES Daynet ES
Heidi A. Alvarez	Adaoay ES (<i>Official Station</i>) Abucot ES Anchokey PS Duacan PS Eddet ES Mt. Pulag ES Lebeng PS Adaoay NHS Extension – Abucot
Narcisa Dias	Kabayan Barrio School (<i>Official Station</i>) Asokong Pacso ES Asokong Pacso ES – Annex Ballay ES Bio B. Modol ES Chapides ES Tawangan ES Tinaleb ES Tawangan Lusod – NHS
Ewald Agustin	Bashoy ES (<i>Official Station</i>) Awing PS Kabayan CS Lusod ES Bila ES Palansa ES Alberto Cuilan MS Line 10 PS – Palpalan
Armacita Honorio	Sagubo ES (<i>Official Station</i>) Ampongot ES Cayapes Bo. Sch. Gadang ES Laoangan Bo. Sch. Liblibeng Bo. Sch. Tadayan Bo. Sch. Toplac Bo. Sch. Kapangan NHS





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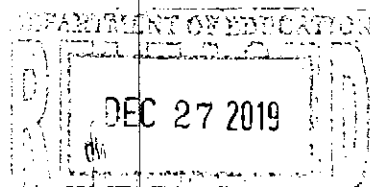
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Faye Peping	Balakbak ES (<i>Official Station</i>) Kapangan Central School Beling-Belis Bo. Sch. Boklaoan ES Cuba Bo. Sch. Pakawan Bo. Sch. Tawang Bo. Sch. Taba-ao ES Paykek ES Kapangan Central NHS
Jigie Basilio	Lomon ES (<i>Official Station</i>) Ubod Bo. Sch. Longboy ES Pudong ES Datakan ES Pongayan Bo. Sch.
Hazel Kitongan	Saddle ES (<i>Official Station</i>) Sagpat ES Sapdaan PS Badeo Bo. Sch. Bekes ES Ewa-Bokes ES Lubo ES Gasal Bo. Sch. Mocgao ES Tableo Bo. Sch.
Febra Canuto	Kibungan CS (<i>Official Station</i>) Napsong Bo. Sch. Batangan ES Tabbac Bo. Sch. Legleg Bo. Sch. Palina ES Es-esa Soblino Alodos ES Les-eng PS Lanipew Bo. Sch. Polis Bo. Sch. Tacadang NHS
Elsa Baglao	La Trinidad CS (<i>Official Station</i>) Alapang Camp Dangwa ES Bahong ES Pagal ES Tawang ES Benguet NHS – Alno
Liezl Eustaquio	Benguet SPED Center (<i>Official Station</i>) Ambiong ES Lubas ES Longlong ES Pico ES Talinguoy ES Ambiong NHS Benguet NHS – Puguis



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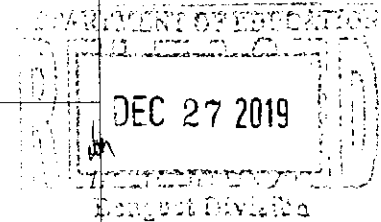
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Jonielyn Tayaban	Benguet NHS – Bineng (<i>Official Station</i>) Bekkel ES Balukas ES Bineng ES Bodiweng ES Lamut ES
Joana Durante	Buyagan ES (<i>Official Station</i>) Lamtang ES Wangal ES Balili ES – La Trinidad Puguis ES
Lilian Carpio	Bulalacao ES (<i>Official Station</i>) Guinaoang ES Payeo PS Suyoc ES Mogao ES Taneg PS Bato PS Sayapot PS
Glenda Domegay	Balili ES – Mankayan (<i>Official Station</i>) Taneg ES Bedbed ES Ca-ew ES Lap-angan PS Pacda PS Sapid ES Bedbed NHS
Geraldine Concepcion	Mankayan CS (<i>Official Station</i>) Baguyos PS Las-igan ES Mantiyeng PS Palatong ES Cabitin ES Camapaguey ES Tabio NHS Bulalacao NHS
Jenethz De Los Santos	Lepanto ES (<i>Official Station</i>) Paco ES Marivic ES Ampuntoc PS Kema PS Colalo ES Guiweng PS
Gwen Pocdihon	Mating Mang-osan ES (<i>Official Station</i>) Ebbes ES Palali ES Talete MG School Taya MG School Amsalsal PS



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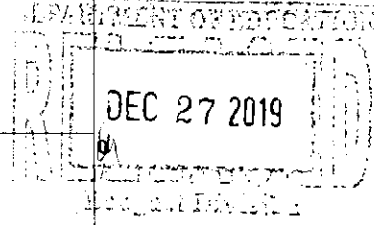
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Shirlyne Gay Joseph	Alno-Kadoorie ES (<i>Official Station</i>) Jose Gonzales ES Omas Ampaguey ES Yayabuan MG School Sablan NHS Extension – Balluay
Zonia Mae Quipot	Sablan CS (<i>Official Station</i>) Michael G. Angel ES Pappa MG School Bayabas MG School Tagadi ES Yagyagan ES
Caiver Olay	Camp 6 ES (<i>Official Station</i>) Andolor PS Gavino Palaoag ES Indaoac ES Paran Laruan ES Camp 3 ES Klondykes ES
Ezra Fiao-ag	Gilbert Semon ES (<i>Official Station</i>) Asin ES Nangalisan ES Torre ES Batuan ES San Pascual ES Kiwas ES
Aprilyn Rose Belgica	Tuba Central School (<i>Official Station</i>) Saguitlang ES Mariano Sabarino ES Taloy Norte ES Taloy Sur ES Miguel Palispis ES Besong-Saddle PS Taloy Sur NHS
Charine Abuan	Evelio Javier Memorial NHS (<i>Official Station</i>) Camp 4 ES Ligay ES Pimmingan ES Sioco Cariño ES
Elma Pulquiso	Tuba Central NHS (<i>Official Station</i>) Lubas ES Labney PS Kabuyao ES Salpang ES Toybongan ES Poyopoy ES





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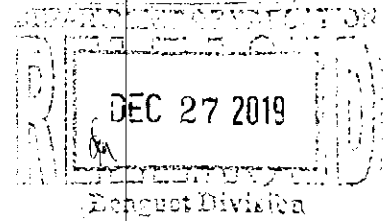
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Eufraelyn Celino	Tacdian ES (<i>Official Station</i>) Bilis ES Cagui-ing ES Nawal ES Wakal ES Bawempeta PS Dackias ES Moran ES
Jonathan Joven	Albis ES (<i>Official Station</i>) Ambongdolan ES Baayan ES Baayan ES – Annex Balangabang ES Ciriaco Magno ES Langbis PS Pangablan PS Boneng ES
Julius Dig-o	Palew ES (<i>Official Station</i>) Basil ES Tublay CS Baguionas Bo. Sch. Catiaoan Bo. Sch. Gaswiling Bo. Sch. Kaliwaga Bo. Sch. TSHI Extension
Karen Arceo	Paoad ES (<i>Official Station</i>) Dorencio ES Luisa Becka ES Mamuyod ES Pontino ES Sto. Niño ES Busoc PS Mauro Laruan ES



Signature