



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

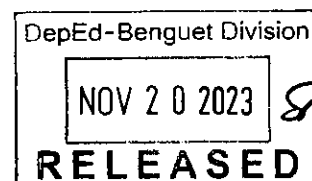
November 16, 2023

DIVISION MEMORANDUM

No. 421 s.2023

MINUTES OF re: MEETING OF PUBLIC SCHOOL DISTRICT SUPERVISORS/IN-CHARGE, SCHOOL HEADS, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT II & III (DM 348 S.2023)

**TO: Office of the Schools Division Superintendent
 School Governance and Operations Division
 Curriculum Implementation Division
 Public Schools Division Superintendent
 Secondary and Elementary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned**



The following agreements among the participants are:

Process	Timeline
<p>I. DAILY TIME RECORD <i>Attachments:</i></p> <ol style="list-style-type: none"> Complete and signed documentary requirements Biometric generated DTR During synchronized or blended learning, detailed daily accomplishment reports (Synchronized or blended learning) <p><i>Note:</i> In the absence of the required attachments, the personnel will be marked AWOL. Administrative Officers will compute the undertime based on the form 48 submitted.</p>	<p>On or before the 5th day of the ensuing month</p>
<p>DTR of School Heads- the office of the CES-SGOD will review and sign all Form 48 before forwarding to the personnel section</p>	<p>1 Week from receipt of the document</p>





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<p>Personnel section to record and sort Form 48 before releasing it through the pigeon hole at the records section</p> <p>***School Heads under Implementing Unit Plantilla shall submit 3 copies of form 48 (COA, School where the plantilla is, District)</p> <p>***For Non Implementing Unit, submit 2 copies(COA,District)</p>	<p>Return DTR 10 days from receipt of the complete document</p>
II. SPECIAL HARDSHIP ALLOWANCE	
<p>1. Submit DTR with complete attachments Consolidated at the District</p>	<p>On or before the 10th day of the ensuing month</p>
III. AUTHORITY TO TRAVEL <i>DEPED ORDER NO. 043 & 046 S. 2022 OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION</i>	
<p>1. Submit through the Records section. Incomplete attachments will not be received and deemed disapprove</p> <p>2. May be emailed to the RECORDS SECTION at records.sdobenguet@gmail.com</p> <p>3. If the travel is scheduled last week of the month, the Stamped Received transmittal is acceptable as attachment to the DTR</p>	<p>Submit before travel date</p>
IV. TRAVEL ABROAD	
<p>1. Application filed less than 45 days and incomplete attachment will not be received. Must be received through the Records Section.</p> <p>2. For clearance use CS FORM NO. 7 (Revised 2018)</p>	<p>Must be filed 45 days before the actual Travel</p>
V. LEAVE FORMS (Form 6)	
<p>1. For leave which falls on the last week of the month attach Form 6 transmittal received by the office to the DTR.</p>	<p>5 days from receipt to be released through Pigeon Hole</p>





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<p>2. Filing of Application for Leave (Form 6) must be filed at least 5 or more working days before the actual leave (Vacation Leave, Forced Leave, Privilege Leave).</p> <p>3. Form 6 through the Personnel Section, may be submitted through email via PDF file at sdobenguet.personnel@deped.gov.ph</p> <p>4. Forms must be filled out properly, duly signed with complete and correct attachment.</p> <p>5. Forms with incomplete attachments/not filed out properly shall not be processed.</p> <p>6. Personnel must not go on leave with out approved leave prior to the date of leave except for sick leave.</p>	<p>VL, SPL, PL- It shall be filed 5 days in advance</p> <p>SL-It shall filed immediately upon employee's return from such leave.</p> <p>Sick leave filed in advance or exceeding 5 days application shall be accompanied by a medical certificate.</p>
<p>7. REQUEST FOR TRANSFER OF PERSONNEL'S</p>	<p>Every end of the School Year</p>
<p>8. PAY SLIP Released after all Daily Time Records of all districts were submitted.</p>	<p>Upon submission of DTR to the Division Office</p>
<p>1. Authorized personnel to get PAY SLIP: Public School District Supervisor/Public School District In charge - Authorized AO/ADAS by the PSDS/PSDI (Authorization letter must be duly signed) For Secondary</p> <ol style="list-style-type: none"> 1. School Head 2. AO/ADAS authorized by the School Head (authorization letter must be duly signed) 	
<p>9. TRAVEL EXPENSES</p> <ol style="list-style-type: none"> 1. Travel Expenses of AO/ADAS travelling to their cluster school/s will be charged to MOOE (to be shared by the cluster schools). Their Travel Order/ Locator Slip will be signed by the School Head in their based school. 2. School heads with cluster should have Biometrics at the cluster school/s (Travel Order/Locator Slip/Certificate of Appearance not needed) 	





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10. COMPLETENESS OF REPORTS

All forms must be filled out properly, with complete and duly signed required attachments (Check Proper signatories). All documents that are incomplete will not be received and processed.

11. PACKAGING OF REPORTS

Reports and other documents must be filed, labeled properly, and put tabbings.

12. INVITATIONS

Invitation for DepEd Personnel to participate in non-DepEd activities shall be endorsed to the Schools Division Superintendent, subject for approval first before filing travel authority.

13. DRESS CODE

All personnel must wear proper uniforms at all times including during meetings.

JOB RESPONSIBILITIES OF AO's and ADAS III UNDER FINANCIAL MANAGAMENT

14. ADAS

Prepare Disbursement Vouchers for payments for assigned schools. Ensure that DVs have complete attachments and requirements per DepEd Orders and COA rules and regulations.

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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;

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;

Monitors the purchases and issuances of school supplies, maintains Index of Payment (IP) and Supplies Ledger Cards (to

AO

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).

Prepare checks payments for assigned schools. Signs box A of the Disbursement Voucher.

Assists in the preparation of monthly Cash in Bank Register (CBR), Report of Accountability for Accountable Forms (RAAF),





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be reconciled regularly with Stock Cards maintained by the designated school's Supply Officer/Administrative Officer II) of assigned schools;

Assists in the preparation of Journal Entry Voucher (JEV) of all cash advances made to all the cluster schools

Updates school heads on the Status of School Fund Utilization and Balances

Prepares monthly Bank Reconciliation Statement of the assigned schools

Maintains subsidiary ledgers of school MOOE and other programs funds and reconciles fund balances and with the District Bookkeepers on a monthly basis.

Updates the MOOE web-based monitoring system.(for 2023 only)

Preparation and submission of Annex G (Authority to Debit/Credit Account) to Landbank on or before the 20th of December.

Reports of Checks Issued (RCI) together with the Liquidation Reports (LR) of all cash advances made to school and submits on or before the last working day of the month to the District Bookkeeper.

Assists School Head in the application for Fidelity Bond

Ensure that MOOE Liquidations are posted on the Transparency Board of the schools.

Preparation and submission of Annex G (Authority to Debit/Credit Account) to Landbank on or before the 20th of December.

Assists School Heads in securing monthly Bank Statements.

Preparation of Authority to Transfer Accountability for School Funds and Indorsement Letter for the Incoming School Head forms to be submitted to the LBP.

Responsible in processing and following up all necessary documents like NOSI, NOSA, Monitoring of Renewal of PRC License of Teacher, leave forms, Personal Data Sheet and other forms.



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15. LIS SYSTEM Administrative Officer II is designated as the Admin	
16. PUBLICATION OF VACANCY	Upon Acceptance of Letter of Intent to retiree.
17. POOL OF APPLICANTS District to conduct pool of applicants to facilitate filling up of vacant positions and to be able to identify those teachers who are qualified under the ERF	Finalize by the end of December 2023
18. Submission of IPCRF (Commitment) for SY 2023-2024 1. Consolidate IPCRF at the district 2. Submit to Administrative Office through the Records Section.	On or before November 17, 2023 On or before November 17, 2023
19. MONTHLY ACCOMPLISHMENT REPORT ADASes –Template c/o Accounting Section AO II- Template c/o Personnel/Admin Section	
20. SCHOOL LEVELLING OFF School Heads are to conduct a “LEVELLING OFF” meeting with all the school personnel emphasizing the Roles/ Duties and Responsibilities of each personnel as presented in the KRAs. Clarify “ASSIST” as one of the KRAs of the AOs and ADASes	
21. RECEIVING OF DOCUMENTS All documents/reports must be received at the RECORDS Section Except Leave Forms that are to be submitted through the Personnel Section. Sending of e-copies must be through e-mail only (records.sdobenguet@gmail.com)	





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1. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

