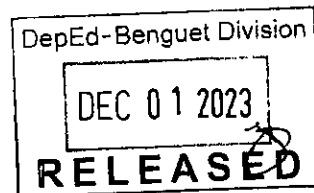




Republic of the Philippines
Department of Education
Schools Division of Benguet



November 30, 2023

DIVISION MEMORANDUM

No. 456 s., 2023

GUIDELINES IN SCHOOL MOOE DOWNLOADING - LAST RELEASE FOR CY 2023

TO: OIC - Assistant Schools Division Superintendent
Public Schools District Supervisors/Public Schools District In-charge
School Heads (Non-IUs)
Administrative Officers II (Non-IUs)
Administrative Assistants III and II (Non-IUs)
All Others Concerned

1. Please be advised that the Schools Division Office will download all school MOOE requests as per submitted School Operating Budget (SOB) of Non-Implementing Units for the month of December 2023 on **December 05, 2023**. This is to give schools ample time to liquidate the same.
2. MOOE releases of prior months must be at least 75% liquidated and the Liquidation Reports shall be submitted on or before December 01, 2023.
3. Schools are required to submit to the SDO on or before the 20th day of December 2023 the Liquidation Report for the last downloaded funds for the purpose of preparation of CY 2023 Financial Reports and Closing of Books.
4. Schools with bank accounts at Land Bank of the Philippines - La Trinidad Branch are required to submit the Authority to Debit/Credit Account (*Annex G*) to the SDO - Accounting Section on or before December 19, 2023 to give time for consolidation and submission to the bank. All other schools with bank accounts in other LBP Branches are required to submit directly the Annex G to the bank on or before the 20th day of December 2023 (pursuant to DepEd Order No. 29, s. 2019). Non-submission of the Annex G on or before the deadline shall subject the account to automatic sweeping, net of maintain balance.
5. For immediate dissemination and compliance.


SALLY L. BANAKEN - ULLALIM CESO V
Schools Division Superintendent

OSDS/finance/fcp



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Republic of the Philippines
Department of Education
Schools Division of Benguet

November 30, 2023

DIVISION MEMORANDUM

No. _____ s., 2023

FOURTH QUARTER CONFERENCE OF FINANCE PERSONNEL

TO: Public Schools District Supervisors/Public Schools District In-charge
School Heads
Administrative Assistants III and II
All Others Concerned

1. To ensure quality, efficient and effective program implementation and service delivery aligned with the DepEd's agenda on MATATAG, this office enjoins all identified participants (*Enclosure 1*) to attend the one-day conference/workshop on December 07, 2023 at Ecolodge, Magsaysay Avenue, Baguio City.
2. This activity aims to enhance knowledge and skills on the preparation of liquidation reports/ Budget and Financial Accountability Reports; give reminders on the needed reports for the closing of accounting books; and provide avenue for discussing financial report issues/concerns and identifying solutions to these concerns.
3. Participants are enjoined to be in their red or green attire.
4. Meals shall be provided chargeable against the SDO MOOE while travel expenses shall be charged against available local funds subject to usual budgeting, accounting and auditing rules and regulations.
5. For information and guidance.


SALLY L. BANAKEN - ULLALIM CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
Schools Division of Benguet

Enclosure 1 (List of participants)

Fatima S. Magsiano	Lusila L. Cagas
Delailah Tawa	Freddie Cuidno
Grayza Dalgis	Loida Boaging
Leona Laita	Junas C. Minas
Rodnie L. Benny	Crizalyn Mae S. Asiong
Marilou M. Sierra	Claire A. Lictag
John S. Billiones	Jean Caoili Kimbes
Donna P. Balisto	Joana Marie B. Colas
Rosemarie A. Payangdo	Ruth S. Incio
Janet A. Catubag	Kyra T. Kingay
Wilner Pala-og	Jhaynel P. Dirik
Roxanne K. Bisley	Anabelle B. Dumasing
Wilma Damilo	Kylyn B. Saliw-an
Jeanne Fausto	Angela Calong
Carlo Ray G. Diase	Fherlyn S. Balancia
Faithlene Jill B. Pino	Jonavy Agpawa
Hanson A. Cosneg	Araceli P. Galasgas
Jenalyn Cura	Irene L. Bucasan
Joan Tungpalan	Sherwin Pladio
Brima Sagayo	Julia Domanas
Shanaia Atiwen	Dandy L. Feliciano
Chilie C. Pagui-en	Mhae U. Gay-as
Hydra I. Gay-as	Jenny Kymberly L. Dosdos
Carol Bumakil	Jeoben Agnaonao
Ronald Allan M. Aringay	Isabel E. Afidchao
Edrine Jae Del-isen	Noeme A. Melecio
Vianney Ablayan	Jemima Boac
Maricel Lisayen	
Monalie Cacatian	Josephine Cariño
Edmund Ducusin	Alpha Mae Pongdad
Wilma Cariño	Jessie Arais
Daizee Mae B. Mino	Elsie Paulan
Emily D. Bekseng	Lorenza Nanglegan
Jenalyn C. Batil	Carla Dimas
Cherrylyn Embes	Esther Douglas
Julius Dig-o	Lorna Gorio
	Arriane Mae Segundo
Florinda C. Pagoy	Melva Teligo
Florabel E. Buclay	Melody Guillao
Jaro P. Rosal	Teresita Santos
Chiqui Anne Tello	Lydia Tadios
Grace Bawing	Rommel Velasco
Harruel Bryse Cawas	Clarence Busento
Kimberly Parian	Jemima Bantiles
Jayson Battateng	
Clyde Lyn Laking	
Beverly Marzo	
Claire May Fagsao	
Francisca Aroco	



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Brima Sagayo	Julia Domanas
Shanaia Atiwen	Dandy L. Feliciano
Chilie C. Pagui-en	Mhae U. Gay-as
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