



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



March 2, 2020

DIVISION MEMORANDUM

No. 03, s. 2020

**SEMINAR WORKSHOP ON THE PREPARATION OF REPORTS OF MOOE
DOWNLOADING AND OTHER PROGRAM FUNDS CUM REVIEW OF FUNCTIONS
OF DUTIES AND RESPONSIBILITIES OF CLUSTERED ADMINISTRATIVE
ASSISTANTS**

TO: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum Implementation Division Chief
Administrative Assistants (Non IU and IU Schools)
Division Finance and Cash Personnel

1. Pursuant to COA-DBM-DepEd Joint Circular No. 2019-01 and DepEd Order No. 029, s. 2019 on the Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units, this division will conduct a Two-Day Seminar-Workshop on the Preparation of Reports of MOOE Downloading and other Program Funds cum Review of Functions of Duties & Responsibilities of clustered field Finance personnel on March 5-6, 2020 and the venue will be announced.
2. This Two-Day Seminar Workshop aims to provide a thorough procedure on the cash advance and liquidation of School MOOE and other program funds allocated for the school in adherence to the prescribed forms and instructions in the Government Accounting Manual.
3. Thus, finance personnel in the field will be properly capacitated on the prescribed guidelines for fiscal management as to accountability, transparency and reporting. In order to have an effective and productive output, hence, the participants are required to bring their own laptop, calculators, flash drives and any paper for your personal notes.

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4. No registration fee will be collected. The said activity will start at 8:00 o'clock in the morning of March 5, 2020 and ends on 5:00 o'clock in the afternoon of March 6, 2020. AM snacks will be served on the first day and PM snacks on the last day.
5. Travelling Expenses and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Order is desired.


KAREN L. GALANIDA, PhD, CESO-VI
Schools Division Superintendent

Reference:

DepEd Order No. 029, s. 2019

COA-DBM-DepEd Joint Circular No. 2019-01

To be indicated in the Perpetual Index under the following subjects:
SCHOOL MOOE DOWNLOADING FUNDS FINANCE

