



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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MAY 07 2018

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DIVISION MEMORANDUM

No. 64, s. 2018

To: All Elementary and Secondary School Principals

From: The Schools Division Superintendent

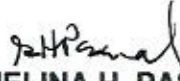

Subject: Meeting cum Workshop on Preparation of Additional Documentary Requirements for the Liquidation of School MOOE and Other Downloaded Funds for School Consumption

Date: May 4, 2018

Please be informed that the Meeting cum Workshop on Preparation of Additional Documentary Requirements for the Liquidation of School MOOE and Other Downloaded Funds for School Consumption is scheduled on May 9, 2018 at Sapang Palay National High School Multi-Purpose Hall.

The activity aims to: orient accountable officers with the additional documentary requirements for the liquidation of school MOOE and other downloaded funds for school consumption and develop cashiering and bookkeeping skills of accountable officers.

The activity shall start at 8:30AM. Expenses for meal and snacks shall be charged against Division MOOE. Participants to this activity are indicated in Enclosure No. 1. They are advised to bring laptop computers to ensure that the required outputs will be accomplished.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent 



Enclosure No. 1 to Division Memorandum No 64, s. 2018

**Meeting cum Workshop on Preparation of Additional Documentary Requirements for the
 Liquidation of School MOOE and Other Downloaded Funds for School Consumption
 May 9, 2018**

PARTICIPANTS

DIVISION OFFICE

Germelina H. Pascual, CESO V	Schools Division Superintendent
Dr. Maria Carmen P. Cuenco, CESO VI	Asst. Schools Division Superintendent
Elizabeth B. De Vera	Resident Auditor
Kristine Joy Daluz-Quezada	Accountant III
Orlando D. Gonzales	Budget Officer / AO V
Jeanny G. Roldan	Cashier III
Nenette M Gomez	ADAS III
Rosalinda F. Perfiñan	ADAS III
Rowena R. Perez	ADAS III
Krizelle I. Agapito	ADAS III
Maxima L. Biglang-awa	ADAS III
Jinky O. Torres	ADAS II
Lalaine SP Bartolome	ADAS II
Regenald D. Serrano	ADAS I
Jonie-May Francisco	Admin Aide VI
Lanie S. Victorio	EPIP Staff
Aileen Gay O. San Diego	Provident Clerk

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SECONDARY SCHOOLS	JUNIOR HIGH SCHOOL		SENIOR HIGH SCHOOL		
	School Head	ADAS III	ADAS II	Administrative Officer	ADAS II/ Designated Disbursing Officer
Kakawate HS	1	1	1	1	1
Paradise Farms NHS					1
Minuyan HS	1	1	1	1	1
Towerville NHS					1
Graceville HS	1	1	1	1	1
SJDM Science HS	1	1	1		1
Sto. Cristo HS	1	1	1	1	1
Kaypian HS	1	1	1		1
Marangal HS	1	1	1	1	1
Muzon Harmony Hills HS	1	1	1		1
San Martin NHS	1	1	1	1	1
Citrus HS	1	1	1		1
San Manuel HS	1	1	1		
SJDM Heights HS	1	1	1		
Sapang Palay NHS				1	1
SJDM National Trade School				1	1
San Jose del Monte NHS				1	1
	12	12	12	9	15

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ELEMENTARY	School Head	Designated Disbursing Officer	
San Isidro ES	1	1	
Kakawate ES	1	1	
San Roque ES	1	1	
Paradise Farms CS	1	1	
Sto. Cristo ES	1	1	
Towerville ES	1	1	
Goldenville ES	1	1	
Minuyan ES	1	1	
BBG ES	1	1	
BBI ES/Lawang Pare ES	1	1	
BBA ES	1	1	
BBF ES	1	1	
BBB ES	1	1	
BBE ES	1	1	
Dulong Bayan ES	1	1	
Sapang Palay Proper ES	1	1	
BBC ES	1	1	
BBD ES	1	1	
BBH ES	1	1	
SJDM Central ES	1	1	
San Jose Del Monte Heights ES	1	1	
Heroesville ES	1	1	
Partida ES	1	1	
Benito Nieto ES	1	1	
Muzon Pabahay ES	1	1	
Gaya-Gaya ES	1	1	
Marangal ES	1	1	
Graceville ES	1	1	
Ricafort ES	1	1	
Tungkong Mangga ES	1	1	
San Manuel ES	1	1	
Gumaok ES	1	1	
Francisco Homes ES	1	1	
Kaypian ES	1	1	
Guijo ES	1	1	
	35	35	70
TOTAL NO. OF PARTICIPANTS			147



Enclosure No. 2 to Division Memorandum No. 64, s. 2018

**Meeting cum Workshop on Preparation of Additional Documentary Requirements for the Liquidation of School MOOE and Other Downloaded Funds for School Consumption
 May 9, 2018**

PROGRAM OF ACTIVITIES

TIME	PARTICULARS
7:45 – 8:30 AM	Registration Aileen Gay O. San Diego
8:30 – 9:00 AM	Opening Program
	National Anthem Maxima L. Biglang-awa
	Prayer Krizelle I. Agapito
	DepEd CSJDM Hymn
	Opening Message SDS Germelina H. Pascual, CESO V
9:00 – 10:00 AM	Objectives Kristine Joy Daluz-Quezada
	Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenses Ms. Elizabeth B. De Vera State Auditor III
10:00 – 10:00 AM	SNACKS
10:00 AM – 10:30 AM	Preparation of Disbursement Voucher Nenette M. Gomez Admin. Assistant III
10:30 AM– 12:00 NN	Preparation of Checks, Cash Disbursement Report, Report of Accountable Forms, Report of Checks Issued, Report of Collection Jeanny G. Roldan Cashier III
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 – 2:00 PM	WORKSHOP
2:00 – 3:00 PM	Preparation of Bank Reconciliation Statement Kristine Joy Daluz-Quezada Accountant III
3:00 – 3:15 PM	SNACKS
3:15 – 4:15 PM	WORKSHOP
4:15 – 4:30 PM	CLOSING PROGRAM