



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM
NO. 54, s. 2024

JUN 05 2024

Finance Coordination Meeting with the Implementing Units Senior Bookkeepers and Administrative Assistant for Budget

To: Assistant Schools Division Superintendent
Implementing Units' School Heads
Accountant III
Budget Officer
Implementing Units' Senior Bookkeepers
Implementing Units' Administrative Assistant II-Budget
All Others Concerned

1. This Office, through the Finance Unit, will conduct Finance Coordination Meeting with the Implementing Units Senior Bookkeepers and Administrative Assistant for Budget on July 4, 2024, from 8:00 a.m. to 5:00 p.m. at the New Division Office Conference Hall.

2. This activity aims to:

- a. prepare and reconcile the Implementing Units financial data for the submission of the budget and accounting mid-year reports;
- b. provide updates on the latest issuances for budget, accounting, and audit rules and regulations; and
- c. promote transparency and accountability in the management of financial resources.

3. The number of participants to this activity are the following:

PARTICIPANT	NO.	PARTICIPANT	NO.
Accountant	1	IU's Senior Bookkeeper	10
Budget Officer	1	IU's Administrative Assistant for Budget	10
Division Bookkeepers	8		

Total Number of Participants: **30**



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4. The participants are advised to bring their own laptops and extension cords.
5. Expenses on food relative to the conduct of this activity are chargeable against the Division MOOE Fund, while the travelling expenses of school-based participants are chargeable against their respective MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent