



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DECEMBER 20, 2021

DIVISION MEMORANDUM
NO. 449, s. 2021

BUDGET & FINANCE MONTHLY MEETING – DECEMBER 2021

To : ASDS
Accountant III
AO V - Budget Officer
Administrative Assistants from the Accounting Section
Administrative Assistants from the Budget Section

1. As a part of the efforts of our division to ensure the efficiency and timeliness of financial services, please be informed that there will be a **BUDGET & FINANCE MEETING on DECEMBER 23, 2021 (08:00 AM to 05:00 PM)**.

2. The objectives of this activity are as follows:

- a) to update all participants on financial matters and to discuss financial issues and concerns from clientele;
- b) to discuss our ways forward to achieve timely and quality delivery of respective KRAs and
- c) to ensure that all expenses payable for the year 2021 will be identified and processed before the year ends.

3. The participants of this activity are the following:

- a. Accountant III
- b. Budget Officer
- c. Six (6) Administrative Assistants from the Accounting Section
- d. Eight (8) District Bookkeepers
- e. Three (3) Administrative Assistants from the Budget Section
- f. SDS
- g. ASDS

Please see attached list of participants.

4. The venue of this activity shall be at the Casa Nostra Resort & Events, Bliss Towerville, Angad, Bangued, Abra.

5. Meals expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. AM snacks, lunch and PM snacks will be provided to all participants.

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6. Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.

7. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested


BENILDA M. DAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent 

OSDS / ACCTG. / CSB / DM - BUDGET & FINANCE MEETING – DECEMBER 2021

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