



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

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APRIL 18, 2022

Division Memorandum
 No. 14, s. 2022

PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO SCHOOL-BASED PERSONNEL OF LUBA-TUBO DISTRICTS

To: Accountant III
All School Heads from Luba-Tubo District, Luzong NHS, Lul-luno NHS, Tiempo NHS, Supo NHS and Dilong NHS
All Property Custodians from Luba-Tubo District, Luzong NHS, Lul-luno NHS, Tiempo NHS, Supo NHS and Dilong NHS
Administrative Assistants from the Finance Section
District Bookkeeper of Luba-Tubo District
All Administrative Assistant II & III from Luba-Tubo District, Luzong NHS, Lul-luno NHS, Tiempo NHS, Supo NHS and Dilong NHS

1. Pursuant to DepEd Order No. 29, s. 2019, it is a responsibility of the SDO Finance Section to train, advise and provide technical assistance to School Heads on the management of funds transferred to school accounts. Relative to this, please be informed that there will be a **Provision of Technical Assistance on Financial Matters to School-Based Personnel of LUBA-TUBO DISTRICT on APRIL 21, 2022 (09:00 AM to 12:00 PM)**. Finance monitoring of Tubo CS will be conducted after the meeting. A school visit to Tiempo NHS, Kili ES and Luba CS will be conducted on April 22, 2022.

2. The objectives of this activity are as follows:

- a) to provide technical assistance to all participants on the liquidation of MOOE and other program funds in order to facilitate the timely submission of financial reports;
- b) to provide technical assistance to school heads on the management of school accounts;
- c) to monitor the transparency board and other financial documents of schools;
- d) to discuss all employee benefits and the schedule of its releases; and
- e) to provide timely updates on other financial matters.

3. The participants of this activity are the following:

- a) Accountant III
- b) Administrative Assistants from the Finance Section
- c) District Bookkeeper
- d) School Heads
- e) Designated Property Custodian
- f) Administrative Assistant II & III



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4. The venue of this activity shall be at Tubo Central School.
5. Travel expenses in the conduct of this activity shall be charged from Division MOOE Fund for all SDO personnel and from the School MOOE Fund for all school-based personnel subject to usual budgeting, accounting and auditing rules and regulations.
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 V
Schools Division Superintendent

Enc./s: List of Participants
CSBolante-OSDS-Finance



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Attachment to Division Memorandum No. _____, s. 2022

LIST OF PARTICIPANTS

PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO SCHOOL-BASED PERSONNEL

LUBA-TUBO DISTRICT

Tube Central School

April 21, 2022

ADAS III	ADAS II
ROXANNE DIANA A. BISCARRA	DERNA A. GAYYED
JENALYN D. DAVIS	
RONALD G. INGO	
JULI-AN B. TUMALIP	SHERMAN D. CABANDAY
QUISHELLE G. DAKIWAS	
FRANCES ARIANNE M. MUNAR	
COLLADO, RIZANNE C.	ALLAN A. BORILLO
GALLARDO, MARLOWE R.	JESLEY PAT M. BARBERO
BERMUDEZ, ANGELICA P.	
GALLARDO, NORVHEE JOY B.	
SALAZAR, OROSIA ARNOLDA LIWLIWA R.	
BOLANTE, CELIA S. - ACCOUNTANT III	
All School Heads from Luba-Tubo District, Luzong NHS, Lul-luno NHS, Tiempo NHS, Supo NHS and Dilong NHS	
All Property Custodians from Luba-Tubo District, Luzong NHS, Lul-luno NHS, Tiempo NHS, Supo NHS and Dilong NHS	