



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

RELEASED  
APR 20 2022  
DEPED-ABRA TIME 9:19

APRIL 18, 2022

Division Memorandum  
No. HK, s. 2022

**PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO SCHOOL-BASED PERSONNEL OF SAL-LAPADAN DISTRICT**

**To: Accountant III**  
**All School Heads from Sal-lapadan District and Abas NHS**  
**All Property Custodians from Sal-lapadan District and Abas NHS**  
**Administrative Assistants from the Finance Section**  
**District Bookkeeper of Sal-lapadan District**  
**All Administrative Assistant II & III from Sal-lapadan District and Abas 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 SAL-LAPADAN DISTRICT on APRIL 26, 2022 (09:00 AM to 12:00 PM)**. Finance monitoring of Gangal ES and Bazar ES will be conducted after the meeting.

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

4. The venue of this activity shall be at Sal-lapadan Central School.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
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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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## LIST OF PARTICIPANTS

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

SAL-LAPADAN DISTRICT  
Sal-lapadan Central School  
April 26, 2022

ADAS III	ADAS II
HIYASMEN A. MARDO	KATHERINE Q. TENEBRO
DEZABELLE C. GASMEN	
GUZMAN, JOEY A.	ADLAI ROBIN A. GONZALES
BERMUDEZ, ANGELICA P. /	
GALLARDO, NORVHEE JOY B. /	
SALAZAR, OROSIA ARNOLDA LIWLIWA R.	
BOLANTE, CELIA S. - ACCOUNTANT III	
All School Heads and All Property Custodians from Sal-lapadan District and Abas NHS	