



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

RELEASED
JUL 18 2022
DEPED-ABRA TIME 3:50

JULY 18, 2022

Division Memorandum
No. 202, s. 2022

**PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO
SCHOOL-BASED PERSONNEL OF SAN JUAN DISTRICT**

To: Accountant III
All School Heads from San Juan District and Quidaoen NHS
All Property Custodians from San Juan District and Quidaoen NHS
Administrative Assistants from the Finance Section
District Bookkeeper of San Juan District
All Administrative Assistant II & III from San Juan District and Quidaoen 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 SAN JUAN DISTRICT on JULY 19, 2022 (01:00 PM to 05:00 PM)**.

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 **Lam-ag Elementary School**.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



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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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SILNAG



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Attachment to Division Memorandum No. _____

LIST OF DIVISION PARTICIPANTS
PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO
SCHOOL-BASED PERSONNEL OF SAN JUAN DISTRICT

July 19, 2022
Lam-ag Elementary School

NO.	NAME	POSITION
1	BOLANTE, CELIA S.	Accountant III
2	BERMUDEZ, ANGELICA P.	ADAS III
3	GALLARDO, NORVHEE JOY B.	ADAS III