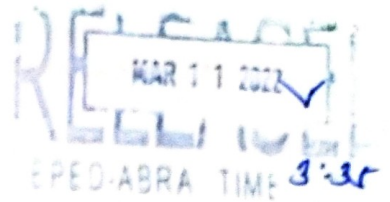




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA



MARCH 7, 2022

DIVISION MEMORANDUM
 NO. 007 s. 2022

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

To : Accountant III
 All School Heads from San Isidro District
 All Property Custodians from San Isidro District
 School Head & Property Custodian of San Isidro NHS
 Administrative Assistants from the Finance Section
 District Bookkeeper of San Isidro District
 All School-Based Administrative Assistant II & III from San Isidro District & San Isidro 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 for SAN ISIDRO DISTRICT on MARCH 16, 2022 (08:00 AM to 12:00 PM) to be held at San Isidro Central School.**
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. School-based Administrative Assistant II & III
4. The venue of this activity shall be at San Isidro Central School.
5. Travel expenses in the conduct of this activity shall be charged from Schools 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.

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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
Schools Division Superintendent
Office of the Schools Division Superintendent

OSDS / ACCTG / CSB / DM - PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MATTERS TO SCHOOL-BASED PERSONNEL - BATCH 1

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