



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



May 17, 2017

DIVISION MEMORANDUM No. 86, s.2017

RELEASED
 DepEd-Division Office of Catanduanes
 RECORDS SECTION
 Date: MAY 17 2017
 Time: 9:07 A.M.
 Initials: JMA
 Signature: [Signature]

SUBJECT: REORIENTATION ON SIMPLIFIED ACCOUNTING GUIDELINES & PROCEDURES FOR UTILIZATION OF SCHOOL MOOE/OTHER UPDATES

**TO: SCHOOL HEADS/PRINCIPALS/TEACHER IN-CHARGE
 SCHOOL FINANCE OFFICERS
 ADMINISTRATIVE ASSISTANTS II
 ELEMENTARY AND SECONDARY NON-IU's**

1. Deped-Division of Catanduanes will conduct Division Level Orientation at **RAKDELL Inn, Virac, Catanduanes** on this following dates;

Dates	Schools/Districts	Secondary Schools
May 22, 2017 (Batch 1)	San Andres West, San Miguel South, Pandan East, Bato West, San Miguel North	Mabato HS (Annex)
May 23, 2017 (Batch 2)	Baras South, Gigmoto District, Panganiban District, San Andres East	Agban NHS Dororian NHS Panganiban NHS, Panganiban CAIC Cabcab NHS Codon NHS Manambrag NHS Mangaway NHS
May 25, 2017 (Batch 3)	Bagamanoc North, Bagamanoc South, Baras North, Pandan West, Virac South	Bugao NHS San Vicente NS Tabugoc NHS (Leandro I. Verseles NHS)
May 26, 2017 (Batch 4)	Bato East, Viga East, Caramoran North, Caramoran South,	San Jose NHS Tambongon NHS Tinago NHS Dariao NHS Supang-Datag NHS Tubli NHS
May 27, 2017 (Batch 5)	Virac North, Viga West	Antipolo NHS Hawan NHS Magnesia NHS Palta NHS

2. The 5-day Division Level Orientation aim to:
 - a. Facilitate and ensure the efficient/effective liquidation of School MOOE
 - b. Discuss uniform implementation of policies and guidelines
 - c. Address related financial issues and concerns.

3. Expected participants are advised to bring **laptops and flash drives (USB)** during the one day orientation. The program will start 8:00 am and end by 5:00 pm. All participants are encouraged to be in the venue on or before the program starts.

4. Registration of P 300 per participant will be **automatically deducted on your June 2017 cash advances**. Traveling and other incidental expenses are chargeable against your School MOOE subject to usual accounting and auditing rules and regulations.

5. For Batch 5 schedule which falls on Saturday, this Office hereby authorizes all concerned to convert services rendered of qualified participants/technical assistants /facilitators on the said date to Compensatory Overtime Credit (COC)/Service Credit (SC) per CSC DBM Joint Circular No. 2, s. 2004 dated October 4, 2004.

for: J. J. J.
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

AF 5/17/17