



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



March 12, 2019

RELEASED

DepEd, Division Office of Catanduanes

RECORDS SECTION

Date: MAR 20 2019


Time: 2:00 PM

Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 87 s. 2019

TO : Elementary /Secondary School Principals of Non- Implementing Units
School Accountants/Bookkeepers
School Disbursing Officers
Designated Finance Officers
All Other Concerned

FROM : 
SOCORRO V. DELA ROSA CESO VI
Schools Division Superintendent *wt*

SUBJECT : **ONE-DAY ORIENTATION- CONFERENCE ON THE OPENING OF SCHOOL BANK ACCOUNT & UPDATES ON SCHOOL MOOE AND OTHER RELATED MATTERS DISCUSSED DURING THE DEPED SIPAG 2019.**

1. Pursuant to JOINT CIRCULAR NO. 2019 -1 -Management of Cash Advances to DepEd Non-Implementing Units for School Maintenance and Other Operating Expenses (MOOE) and Program Funds, this Office will conduct a One-Day Orientation Conference on March 25 - 28, 2019 at Amenia Beach, Palawig, San Andres Catanduanes (Division Office Conf. Hall not available till the end of April, 2019.). Need to implement this April, 2019.
2. Participants are Elementary and Secondary School Principals of Non - Implementing Units, including all School Bookkeepers/ School Disbursing Officers and Designated Finance Officers of the individual School.
3. Registration Fee of Four Hundred Pesos (P400.00) shall be charged each participant to cover for the Honorarium/Token, snacks AM, PM and lunch and other incidental expenses, charged against the school MOOE. Likewise for the transportation expenses of the participants.
4. Participants who have no means of transportation going to Amenia Beach ,may please assemble at the Div. Office guardhouse before 7:00AM of their scheduled date for reservation in the DepED service Car.
5. Please bring two (2) valid IDs of signatories: 3 pcs. latest 1x1

4. The Schedule of the Participants for the conference is hereto attached.

- March 25, 2019 : Bagamanoc Northj & South
Gigmoto
Virac North & South
- March 26, 2019: Panganiban
San Andres East & West
San Miguel North & South
- March 27, 2019: Bato East & West
Pandan East & West
Viga East & West
- March 28, 2019: Baras North & South
Caramoran North & South
And all Non-Implementing Secondary Schools

6. For further inquiries, please contact the following:

CAROL V. LIM - 09204657963
SENICA ZAFE - 09301789924
CARMELA MOLOD -09212526601
PEARL SARMIENTO - 09205655608

7. For information, guidance and compliance