



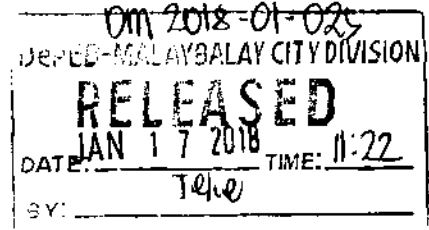
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay



January 16, 2018

DIVISION MEMORANDUM
No. 025, s. 2018

To: Chief, School Governance and Operations Division
Chief, Curriculum and Implementation Division
Secondary School Administrators
Elementary School Administrators
Newly Hired and Promoted Financial Staff
All concerned



SUBJECT: ORIENTATION ON THE REVISED PROCEDURES ON FINANCIAL MANAGEMENT AND PRESENTATION OF DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) FOR CY 2017-2022

Due to the recent hiring of Senior Bookkeepers and Disbursing Officers, you are hereby directed to attend the **Orientation on the Revised Procedures on School Financial Management** on January 22, 2018, Monday, 8:00 am to 12:00 nn at Linabo Central School.

The objectives of this orientation is to discuss the following:

1. Status of MOOE Downloading
2. Assignment of Schools for newly hired financial staff
3. Functions of the Senior Bookkeepers and Disbursing Officers
4. Revised procedures and process flowcharts in the grant, utilization and liquidation of School MOOE
5. Other related concerns

Further, to ensure effective and efficient implementation of the various strategies and interventions of the Agency, the **Division Education Development Plan (DEDP) for CY 2017-2022** shall be presented.

Participants are advised to bring their own food while transportation expenses incurred shall be charged against local funds subject to existing accounting and auditing rules and regulations.

For strict compliance.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent