



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM- 2022-12-449
MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

NO. 449, s. 2022

TO: Elementary and Secondary School Financial Staff
Accounting and Budget Services, Division Office
All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: December 9, 2022

SUBJECT: **WORKSHOP ON THE RECONCILIATION AND LIQUIDATION OF
DOWNLOADED FUNDS AND CASH ADVANCES FOR CY 2022**

1. The Office of the Schools Division Superintendent through the Accounting Unit shall hold a workshop to ensure that the DepEd Order 29, s. 2019 entitled Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units will be complied on *December 14-15, 2022 (refer to Division Memorandum No. 112, s. 2022 dated March 3, 2022)*.
2. All Disbursing Officers and Senior Bookkeepers are required to be present and submit the required liquidation documents at *8:00 am on December 14, 2022 Wednesday at BNHS LPT Hall*.
3. At the end of the workshop, the participants are expected to:
 - i. Evaluate submitted Liquidation Reports
 - ii. Review and reconcile submitted Monthly Reconciliation Statements
 - iii. Revise necessary corrections based on the findings made
 - iv. Reconcile the amounts downloaded liquidated and balances of cash advance and;
 - v. Prepare, finalize and collect signed Authority to Debit/Credit Account (Annex G).
4. A registration fee of *One Thousand and Ten Pesos (P 1,010.00)* shall be imposed which shall cover cost of meals, snacks, and other training expenses incurred for the workshop. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing rules and regulations.
5. Registration fee of the participants from the school was deducted from the release of the 4th Quarter School MOOE. While the registration fee of Division Office personnel was charged against Division MOOE.
6. For compliance.



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