



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**

May 03, 2023

DIVISION MEMORANDUM
No. 123, s. 2023

**ORIENTATION & ENRICHMENT ACTIVITY OF THE DISTRICT & IMPLEMENTING
BOOKKEEPERS ON FINANCIAL REPORTING AND UPDATING OF CASH ADVANCES.**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
District Bookkeepers
Implementing Bookkeepers
All Others Concerned

1. This Office hereby announces the conduct of the **“One-day Seminar-Workshop of District Bookkeepers on the liquidation and reconciliation of Cash Advances”** on May 11, 2023 at DepEd Ecotech Center, Lahug, Cebu City.
2. This seminar-workshop aims to provide technical assistance to District Bookkeepers, clarify the liquidation documents and reconcile the Unliquidated MOOE Cash Advances record.
3. Participants in this **one (1) day** activity are District Bookkeepers, Implementing Bookkeepers & selected Division Personnel, and members of the Program Management Team.
4. Participants must bring their laptops and other necessary tools or devices, liquidation documents and the status of Unliquidated Cash Advances.
5. Travel & other incidental expenses of the participants shall be charged School MOOE/Division MOOE, while melas, venue rental, and cost of materials incurred relative to the conduct of the activity shall be chargeable against **2023 OPDNTF Funds** subject to the usual accounting and auditing rules and regulations. Participants must register at the venue on May 11, 2023, at 8:00 AM. The first Meal will be morning snacks and the last Meal/afternoon snacks.
6. Members of the PMT/Facilitators are directed to be at the venue on the morning of May 11, 2023 before 8:00 AM for the ocular inspection and preparation of training materials. Expenses such as morning snacks and lunch of the PMT/facilitators on March 22, 2023 shall be charged against **2023 OPD NTP Funds**, subject to the usual accounting and auditing rules and regulations.





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7. The participants shall strictly observe physical distancing and minimum public health and safety standards during the workshop. The Medical Section (**Attn.: Dr. Virgilio C. Tantuico and Dr. Asterterie A. Bernales**) is directed to assign at least two (2) nurses to be at the training venue to take charge of the triage and the medical needs of the participants.

8. This Memorandum serves as **Authority to Travel** of the participants, Division Personnel and the members of the PMT.

9. Immediate and wide dissemination of and compliance with this memorandum are directed.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent 



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