



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

**Office of the Schools Division  
Superintendent**

July 27, 2023

DIVISION MEMORANDUM  
No. 296, s. 2023

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

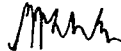
To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Non-Implementing Bookkeepers  
All Others Concerned

1. This Office hereby announces the conduct of the **“One-day Seminar-Workshop of Non-Implementing Bookkeepers Enrichment Activity on Financial Reporting and Updates on Status of Cash Advances”** on **August 15, 2023** at **DEPED Cebu Province Division Social Hall, Sudlon, Lahug, Cebu City**.
2. This seminar-workshop aims to provide technical assistance to District Bookkeepers, COA Circular Updates, clarify the liquidation documents and reconcile the Unliquidated MOOE Cash Advances record.
3. Participants in this **one (1) day** activity are **Non-Implementing Bookkeepers & selected Division Budget & Accounting Unit Personnel**.
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 to **School MOOE/Division MOOE** subject to the usual accounting and auditing rules and regulations. Participants must register at the venue on August 15, 2023, at 8:00 AM. The first Meal will be Lunch and the last Meal/afternoon snacks.
6. 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 Lunch and Afternoon Snacks on August 15, 2023 shall be charged against **Division MOOE**, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as **Authority to Travel** of the participants and the Division Budget & Accounting Unit Personnel.



**Address:** IPHO Bldg., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 255-6405  
**Email Address:** [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph)  
**Website:** [www.cebuprovince.deped.gov.ph](http://www.cebuprovince.deped.gov.ph)

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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**Telephone Nos.:** (032) 255-6405  
**Email Address:** [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph)  
**Website:** [www.cebuprovince.deped.gov.ph](http://www.cebuprovince.deped.gov.ph)