

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



April 19, 2018

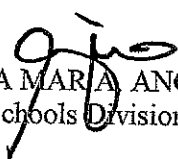
DIVISION MEMORANDUM

No. 247 s. 2018

**CONFERENCE FOR DISTRICT AND CENTRAL SCHOOL BOOKKEEPERS**

To : Division Accountant  
Budget Officer III  
District Bookkeepers  
Central School Bookkeepers  
Division Finance Personnel  
Others Concerned

1. This Office will conduct the 2<sup>nd</sup> District and Central Bookkeepers' Coordination Meeting at DepED Ecotech Center on Tuesday, April 17, 2018 from 8:00 A.M to 5:00 P.M. The following agenda shall be discussed during the meeting:
  - Process of checking the liquidation of the various funds downloaded to the schools;
  - Status of cash advances;
  - 1<sup>st</sup> quarter reports; and
  - Other matters.
2. All expenses relative to the conduct of the meeting shall be chargeable against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
3. This Memorandum serves as travel order.
4. Immediate dissemination and strict compliance of this Memorandum is hereby directed.

  
RHEA MARIA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent