



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

August 13, 2018

Division Memorandum No. 541

### Coordination Meeting of District Bookkeepers

To : **Division Accountant  
Budget Officer  
District/ Cluster Bookkeepers  
Division Finance Personnel**

1. This Office will conduct the 3<sup>rd</sup> District Bookkeepers' Coordination Meeting at DepED Ecotech Center on Wednesday, August 15, 2018 from 8:00 A.M to 5:00 P.M.
2. The following agenda shall be discussed during the meeting:
  - Liquidation of Cash Advances;
  - SBFP 2018;
  - Monetary Claims;
  - Checking of DTR and preparation of Form 7; and
  - Other Financial Matters.
3. All participant are required to bring the following reports, to wit:
  - List of Division Paid Personnel as of July 30, 2018; and
  - Report of Unliquidated Cash Advances as of July 30, 2018.
4. 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.
5. This Memorandum serves as **Authority to Travel**.
6. Immediate dissemination and strict compliance of this Memorandum is hereby directed.

  
RHEA MARA A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent