



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. 542

Coordination Meeting of Central School Bookkeepers and Disbursing Officers

To : **Division Accountant
Budget Officer
Elementary Central School Head
Central School Bookkeepers
Central School Disbursing Officers**

1. This Office will conduct the 1st Central School Bookkeepers and Disbursing Officers' Coordination Meeting at DepED Ecotech Center on Thursday, August 16, 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;
 - GAM Forms;
 - Monetary Claims;
 - Checking of DTR and preparation of Form 7; and
 - Other Financial Matters.
3. Meals, snacks and venue of the meeting shall be chargeable against Division MOOE Funds while traveling expenses of the participants shall be chargeable against Central School MOOE subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as **Authority to Travel**.
5. Immediate dissemination and strict compliance of this Memorandum is hereby directed.


RHEA MA A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent *R*