



DIVISION MEMORANDUM

February 7, 2017

TO: Division Office Finance and Personnel Staff

Senior High School ADAS II (Newly Hired)

BURLAT, EDA KAREEN C.
ECHAVEZ, M. GRACE Q.
RAGRAG, CORAZON O.
LAGAS, CHERRY JEAN D.
ASPRIL, MARIETTA T.
HAMBRE, ERNESA M.
UDARBE, M. CORAZON L.
BAYLIN, JOY AMOR A.
PAHUNANG, BEBELYN M.

ACEDO, MA. CECILIA D.
BALOYOS, ANNALYN F.
CAPITO, HAROLD MAE A.
CUETO, PINKY T.
DAGUIMOL, DENY WRAY C.
FLORES, MATILDE D.
GALARPE, KRISTOFFER C.
HAMBRE, MARLYN B.
JO, JOEL T.
NAVARRO, JAY Q.
ORIMACO, NESLY G.
SALON, MA. FLORITA O.
TAGANAS, JULIET C.
VILLADORES, DALE V. C.

ARIASA, JENNIFER C.
BALA, MILJUDE B.
CABLAY, NIÑO JOMAR S.
CAGAS, GIL V.
CANOY, JEMROD R.
DAHANG, MERLINA R.
OGUIMAS, MELODY B.
IMAN, MARICAR M.
JOSON, JUNALENE B.
MAGDUGO, SHAYNE Y. B.
MEJOS, BERNABE C., JR.
OPISO, ELMERLE A.
QUEZON, FELY R.
RAMOSO, RICKY M.
SALVAÑA, LUDMILLA D.
SANDOVAL, MICHAEL E.
ZULUETA, JENNIFER G.

SUBJECT: FINANCE SERVICE ORIENTATION & MEETING

1. You are hereby directed to attend the Finance Service Orientation & Meeting on February 9, 2017 at 8:00AM. The venue shall be at Buffalo Grill, (Beside DXCC), Velez St., Cagayan de Oro City.
2. Important agenda are the following:
 - a. Processing of Salary & Benefits at the District
 - b. FY 2018 Budget Proposal
 - c. MOOE Liquidation New Assignments
 - d. IPCRF 2016
 - e. Budget & Accounting Issues & Concerns
3. Travel expenses and incidental expenses for the field personnel shall be charged against School MOOE Funds while venue and food shall be charged against Division MOOE funds subject to the usual budgeting, accounting and auditing procedures, rules and regulations.
4. For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



FINANCE-MLT

#LEVELUPANGPANGARAP



FINANCE SERVICE ORIENTATION AND MEETING
February 9, 2017 8:00AM – 3:00PM

ORIENTATION MATRIX
Program of Activities

DAY / TIME	ACTIVITIES	RESOURCE PERSON/ COMMITTEE IN-CHARGE
DAY 1		
07:30 – 8:00	Registration and administration of orientation needs	WorkingCom
08:00 – 08:30	Opening Program National Anthem Invocation Roll Call of Attendance Welcome Remarks	AVP Assigned Secretariat Assigned Finance Staff
08:30 – 09:30	Accountant's Time	Angelita S. Ralan
09:30 – 10:30	Budget Officer's Time	Mark Lorren T. Tejano
10:30 – 12:00	Processing of Salary & Benefits Orientation	Personnel In-charge Ms. Tahud Ms. Magallanes
12:00 – 01:00	L U N C H	
01:00 – 01:15	Unfreezing Exercises	WorkingCom
01:15 – 02:00	Wokshop	
02:00 – 03:00	IPCRF 2016	Mrs. Ralan & Mr. Tejano
03:00 – 03:30	Open Forum: Finance Issues & Concern	
03:30 – 06:00	H O M E S W E E T H O M E	
	End of Orientation & Meeting	

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- c. MOOE Liquidation New Assignments
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- e. Budget & Accounting Issues & Concerns

Budget: No. of Pax: 75 x Php 240.00 (1 AM Snacks & Lunch) = Php 18,000

Participants:

- DO Finance & Personnel Staff
- Secondary Bookkeepers
- District Clustered Bookkeepers
- Newly Hired Administrative Assistant II (Senior High School)

Prepared by:

MARK LORREN T. TEJANO
Budget Officer III

Approved by:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



TRAVEL ORDER

DATE : February 8, 2017

NAME/S:

DO FINANCE STAFF
TAHUD, CHRISTINE G.E.
MAGALLANES, MARY
ANTOINETTE M.

NEWLY HIRED SHS ADASII

BURLAT, EDA KAREEN C.
ECHAVEZ, M. GRACE Q.
RAGRAG, CORAZON O.
LAGAS, CHERRY JEAN D.
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SALVAÑA, LUDMILLA D.
SANDOVAL, MICHAEL E.
ZULUETA, JENNIFER G.

DATE: February 9, 2017

TRAVEL TO: Buffalo Grill, Cagayan de Oro City

PURPOSE: Finance Service Orientation & Meeting

FUNDS: For Field Personnel: Travelling expenses charged to School MOOE Funds
Venue and food charged to Division Office MOOE Funds

Approved:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

