



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

12 DECEMBER 2022

DIVISION MEMORANDUM

No. **735** s. 2022

**FINANCE SERVICE TEAM CY 2022 YEAR-END
COORDINATION MEETING AND ORIENTATION**

TO: **All Division Office Finance Service Team
All Field Finance Personnel**

1. In view of the current COVID-19 pandemic situation with the latest Omicron Variant affecting the finance services in the division, the **Finance Service Team Coordination Meeting and Orientation** will be conducted on **December 14, 2022, 8:30AM** at **Hotel Conchita, Cagayan de Oro City** to be hosted by the Division Office Finance personnel.
2. Participants in the attached list shall confirm their attendance online through the link provided in the FB group. Administrative Assistants and Administrative Officers handling finance related duties and responsibilities are encouraged to join. But due to limited capacity of the venue, participants in every District are given limited slots.
3. This activity aims to discuss and address the following:
 - a. Liquidation reports of downloaded funds
 - b. Preparations of Year-end Budget and Financial Accountability Reports
 - c. Issues and concern relative to the Closing of CY 2022 books
4. Travelling expenses for field personnel shall be charged against local/School MOOE funds subject to the usual accounting, budgeting and auditing policies, rules and regulations.
5. For strict compliance.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encl: List of Participants

To be indicated in the Perpetual Index
under the following subjects:

FINANCE MEETING POLICY

FINANCE | mlt



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