



## MEMORANDUM

February 1, 2016

**TO: SENIOR BOOKKEEPER/ADMINISTRATIVE ASSISTANT III,  
NEWLY HIRED SENIOR BOOKKEEPER  
SENIOR BOOKKEEPER DESIGNATE**  
All Elementary & Secondary IUs and Non-IUs

**DIVISION ACCOUNTANT III  
DIVISION BUDGET OFFICER III  
DIVISION ACCOUNTING & BUDGET PERSONNEL**

**SUBJECT: 1<sup>st</sup> REGULAR FINANCE STAFF MEETING CY 2016**

You are hereby directed to attend the **1<sup>st</sup> Regular Finance Staff Meeting** on **February 5, 2016, Friday, 9:00am**, at the **Division Office Conference Hall**.

Important agenda are the following:

1. *Budget Proposal for FY 2017*
2. *MOOE Downloading of Cash Advances and Liquidation Reports*
3. *Submission of Budget and Financial Accountability Reports (BFARs)*
4. *Crafting of RPMS-IPCRF for CY 2015*
5. *Other Accounting and Budget Issues and Concerns*

The following items are required to bring:

1. *Flash Report for January 2016 or FAR 1 (For IU Bookkeepers only)*
2. *RPMS-IPCRF for CY 2015*

Travelling expenses shall be charged against School MOOE funds in accordance with existing budgeting, accounting and auditing rules and regulations.

For strict compliance.

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





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DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
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# TRAVEL ORDER

**DATE:** February 1, 2016

**NAME:**

BURLAT, Eda Kareen C.	ARIASA, Jennifer C.	ACEDO, Ma. Cecilia D.
ECHAVEZ, Mary Grace Q.	BALA, Miljude B.	TAGANAS, Juliet C.
RAGRAG, Corazon O.	CABLAY, Niño Jomar S.	ZULUETA, Jennifer G.
LAGAS, Cherry Jean D.	CAGAS, Gil V.	SALON, Ma. Florita O.
ASPRIL, Marietta T.	CANOY, Jemrod R.	FLORES, Matilde D.
HAMBRE, Ernesa M.	CAPITO, Harold Mae A.	DAHANG, Merlina R.
UDARBE, Ma. Corazon L.	DAGUIMOL, Deny Wray	MEJOS, Bernabe C. Jr.
BAYLIN, Joy Amor A.	IMAN, Maricar M.	BALOYOS, Annalyn F.
PAHUNANG, Bebelyn M.	JO, Joel T.	
	JOSON, Junalene B.	
	JUMANGUIN, Cecile P.	
	MAGDUGO, Shayne Yannah B.	
	NAVARRO, Jay Q.	
	OPISO, Elmerle A.	
	ORIMACO, Nesly G.	
	QUEZON, Fely R.	
	RAMOSO, Ricky M.	
	SALVAÑA, Ludmilla D.	
	SANDOVAL, Michael E.	

**PERIOD/**

**DATE:** February 5, 2016

**VENUE:** Division Office Conference Hall

**PURPOSE:** To attend 1<sup>st</sup> Regular Finance Staff Meeting of CY 2016

**FUNDS:** School/Local MOOE Funds

Approved:

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

