



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

January 3, 2019

No. 002 S. 2019

SCHEDULE OF FINANCE STAFF-ON-DUTY AT THE DIVISION OFFICE

TO: All Field Finance Staff

1. In adherence to the Strategic Direction of DepEd Region 10, "No. 7: Enhance the financial management system for effective and efficient delivery of services", this division shall continue to implement the Field Finance Staff-On-Duty at the Division Office. All field finance staff assigned shall report on official duty to the Division Office, Finance Services, Accounting and Budget Section to work on the following:
 - 1.1. Serve as frontline finance staff-on-duty of the day
 - 1.2. Receive and coordinate on queries, follow-ups and communications
 - 1.3. Adopt changes on the latest Finance updates
 - 1.4. Observe, familiarize and internalize the Finance Services' processes
 - 1.5. Perform as team player on other Finance services' duties and responsibilities assigned
2. The monthly schedule shall be updated and published every last week of the month. *Please see enclosure(s).*
3. Finance personnel in the field shall only be allowed a maximum of 5 days per month for visit/travel/duty on Official Business at the Division Office strictly complying the timetable below:

1 st	Submission of Request for Cash Advance MOOE Downloading, Salary/Benefit Claims	Every 1 st Week of the Month
2 nd	Submission of Liquidation Reports	Every 1 st Week of the Month
3 rd	Submission of Compliance for Liquidation Reports, Additional Batch of Request for CA	Every 2 nd Week of the Month
4 th	Release of Payslips, Admin/Personnel and Other Matters	Every 3 rd and 4 th Week of the Month
5 th	Finance-Staff-On-Duty	Once every month

3. For immediate dissemination and compliance.



FINANCE-MLT

Encl: Schedule of Finance Staff-On-Duty
To be indicated in the Perpetual Index
under the following subjects:
FINANCE FRONTLINE SERVICES
SCHOOLS SCHEDULE


RANDOLPH B. TORTOLA
Schools Division Superintendent



Republic of the Philippines
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DIVISION OF MISAMIS ORIENTAL

Enclosure to Division Memo No. 002 S. 2019


DepEd Misamis Oriental Finance Service


**SCHEDULE OF FINANCE STAFF-ON-DUTY AT THE DIVISION OFFICE
FOR THE MONTH OF JANUARY 2019**

	DATE	BUDGET	SIGNATURE	ACCOUNTING	SIGNATURE
1	January 7, 2019	BACONG, CARMELA M.		MENDEZ, ANGELYN G.	
2	January 8, 2019	MORATILLA, CHERRYL I.		EMLANO, JESAMAE A.	
3	January 9, 2019	BUNAYOG, MAHALIA J.		SUAREZ, JEWOLAC J.	
4	January 10, 2019	SALIDO, MAILEEN N.		ZULIETA, MARICEL M.	
5	January 11, 2019	QUIPANES, OLIVER A.		VILLAR, MARILYN B.	
6	January 14, 2019	HILAOS, LOVELY THERESE P.		PANOGOT, ROY MARIO UCAT	
7	January 15, 2019	ZARATE, HELPHA Q.		FAELNAR, MARIVIC A.	
8	January 16, 2019	MARFORI, JANETH A.		PABONITA, JANMAE D.	
9	January 17, 2019	MAESTRADO, MARIFE A.		BANDALA, JOJIE L.	
10	January 18, 2019	TUMAMAC, MAY MARYNILLE V.		CABASA, RACKY A.	
11	January 21, 2019	PACULBA, KEITH EILENE JANE P.		OCIO, ANNA MAE A.	
12	January 22, 2019	CAÑEDA, CHERRY MAE M.		SIAREZ, DULCE CRISTINA C.	
13	January 23, 2019	SINADJAN, JENNIFER JANNETTE B.		TANGOTI, JOHAINA ACMAD	
14	January 24, 2019	OMANDAM, MARY ANN T.		MAMON, KRISTINE H.	
15	January 25, 2019	BARANGGAN, MELDALYN S.		OLACO, MARCIANO S.	
16	January 28, 2019	ENOVERO, JOHN VICTOR E.		QUERING, RHEA MAE C.	
17	January 29, 2019	PABELLAN, RESYL B.		SAGUING, QUINT BECKER A.	
18	January 30, 2019	PEPITO, IRISH T.		BUGAY, ROSEL C.	
19	January 31, 2019	RAMOS, MERCY P.		RAMBOYON, JOSEPH	

Prepared by:

Approved:


MARK LORREN T. TEJANO
Budget Officer III


RANDOLPH B. TORTOLA
Schools Division Superintendent