



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

20 MARCH 2024

DIVISION MEMORANDUM
No. **196** s. 2024

**SPECIAL CONFERENCE MEETING ON SUBMISSION OF LIQUIDATION
REPORTS**

To: **ASDS**
SGOD and CID Chief
Select Section Heads & DO Personnel
Select School Heads & School BAC Chairperson
Select AO II, ADAS III, and ADAS II
This Division

1. Relative to the full implementation of COA Circular No. of 2012-001, as amended and Memorandum Circular No. 2023-1, this office through the Finance Section shall conduct a Special Conference Meeting on the submission of liquidation reports on **March 25, 2024, at Event Training Center, Pelaez Sports Center.**

2. This meeting shall be attended by the following Division personnel namely: Assistant Schools Division Superintendent; SGOD and CID Chiefs; Human Resource Management Officer (HRMO); Legal Officer; AO V; Division Budget Officer; Division Accountant; select School Heads; select BAC Chairmen, select AO2s, select, ADAS III, and select ADAS II.

All shall bring the following:

- a. Summary of Liquidation Documents.
- b. Subsidiary Ledger
- c. Official Receipts of the returned money last December 2023 issued by the Division Cashier if applicable.
- d. All other pertinent liquidation documents.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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

3. Refer to Enclosure No. ___ for the List of Participants.
4. Breakfast, Lunch, Dinner, and snacks (morning and afternoon) incurred during the activity shall be charged against the GAS-Division Office MOOE subject to usual accounting, budgeting, and auditing guidelines, rules, and regulations.
5. For compliance and guidance.


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Encls.: As stated

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

CHANGE	EMPLOYEES
COMMUNICATIONS	MEETING
POLICY	RULES AND REGULATIONS
SCHOOLS	PLANS

FINANCE | mtt



FINANCE | ega|jat



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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

ACTIVITY DESIGN

A. Activity Information

Title of Activity or Program	SPECIAL CONFERENCE MEETING ON SUBMISSION OF LIQUIDATION REPORTS
Description	<i>This activity aims to discuss the importance of submitting liquidation reports on time and to outline the consequences of failing to do so.</i>
Pre-Requisite (optional)	None
Proposed Activity Date/s	March 26, 2023
No. of Training Hours	8 hours
Type of Learning & Development for Participants	<input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Competency-Based <input type="checkbox"/> Behavioral <input checked="" type="checkbox"/> Function-Based
Management Level for Program Holders	<i>Division Level</i>
School/Office/Division/Section/Unit	Division/School Based Finance Personnel, School Heads/BAC Chairman
Delivery Mode	<input type="checkbox"/> Orientation <input type="checkbox"/> Classroom Training <input type="checkbox"/> Seminar-Workshop <input type="checkbox"/> Self-Paced-Modular <input type="checkbox"/> Self-Paced-Multimedia <input checked="" type="checkbox"/> Others: <u>Special Conference</u> <i>Additional:</i> <input type="checkbox"/> Virtual <input checked="" type="checkbox"/> Face to Face <input type="checkbox"/> Others: _____
Target Group	<input type="checkbox"/> Teaching <input checked="" type="checkbox"/> Teaching-Related <input checked="" type="checkbox"/> non-Teaching
Number of Participants	No. of Participants:61 No. of Speakers: 5 No. of TWG: 9
Cost/Budget	<i>Meals and Venue: 73,200.00</i> <i>Materials and Equipment: 1,200.00</i>
Rationale	(Memo for reference)





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

B. Training Goals

Training Objectives	<p><i>This activity is geared towards the following objectives:</i></p> <ol style="list-style-type: none"> 1. <i>To discuss the consequences of late submission of Liquidation Reports.</i> 2. <i>To define the roles and responsibilities of the school head in managing the school MOOE and other funds.</i> 3. <i>To discuss the guidelines on the grant of Performance-Based Bonus for the Department of Education Employees and Officials.</i> 4. <i>To provide guidance on the policies, processes, and timeliness of the submission of school MOOE.</i>
Program Outputs	<p><i>Comprehensive understanding of the guidelines and procedures on school MOOE and other funds.</i></p>
Expected Outcomes	<p><i>It is expected that by the end of the conference, all the participants have:</i></p> <ol style="list-style-type: none"> 1. <i>Knowledge on the release, utilization, liquidation, monitoring, and reporting of school MOOE.</i> 2. <i>Ensure timely and optimal use of school resources.</i> 3. <i>Uphold transparency and accountability in managing the school MOOE.</i>
Program Content Focus	<p><i>Discussion of DepEd Order No. 008, s. 2019, and DepEd Order No. 29, s. 2019</i></p>

C. Budget and Material Requirements

		Particulars	Total
Food and Venue		Php 1,200 x 61 pax x 1 day	73,200.00
Training Materials	<i>Qty</i>	<i>Item</i>	<i>Amount</i>





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

	Qty	Item	Amount	
Training Materials	1	Tarpaulin Printing, sheet, 64 sq. ft., w/ out eyelet (stage)	Php 1,200.00	Php 1,200.00
			Grand Total	Php 74,400.00

Source of Fund: Division MOOE

Prepared By:


JOHAINA A. TANGOTI
Administrative Officer II

Reviewed By:


IRISH KARYLLE D. MONTE, PhD
SEBS- HRD

Certified Appropriation Available:


MARK LORREN T. TEJANO
AO-V - Budget Officer

Certified Funds Available:


ATTY. ELMAR S. ANOC, JD, CPA
Accountant III

Recommending Approval


MARY ANN M. ALLERA
Asst. Schools Division Superintendent

Approved:


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

