



## DIVISION MEMORANDUM

June 6, 2017

**TO: DIVISION OFFICE FINANCE STAFF  
SENIOR BOOKKEEPERS/DESIGNATE, District (Clustered Elementary)  
SENIOR BOOKKEEPERS, Junior High School IUs  
SENIOR BOOKKEEPERS/DESIGNATE, Junior High School Non-IUs  
ALL ADMINISTRATIVE ASSISTANT II, Senior High School**

**SUBJECT: REGULAR FINANCE SERVICE MEETING**

1. You are hereby directed to attend the Regular Finance Service Meeting on June 9, 2017, Friday at 9:00AM. The venue shall be at Buffalo Grill, Velez, Cagayan de Oro City.
2. Important agenda are the following:
  - a. Preparation of 2017 Mid-Year Financial Recon
  - b. MOOE Liquidation Assignments
  - c. Division Office Finance Staff On Duty Schedule
  - d. 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

