



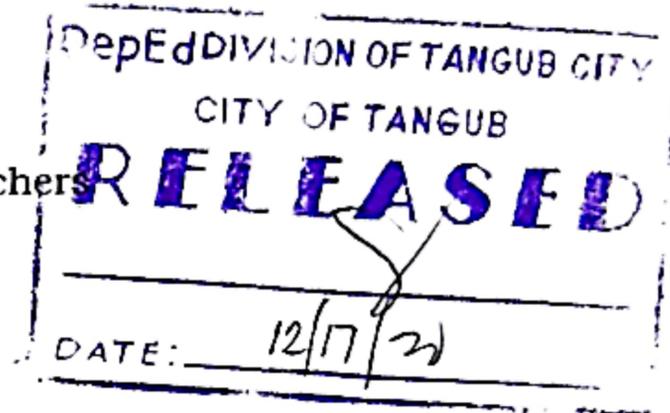
December 17, 2020

DIVISION MEMORANDUM

No. 187, s. 2020

URGENT VIRTUAL MEETING OF SCHOOL HEADS AND FIELD ADMINISTRATIVE ASSISTANTS

To: Assistant Schools Division Superintendent
Designate District In-charge
Principals/SHS Assistant Principals/Head Teachers
Public Elementary and Secondary Schools
Administrative Assistants
This Division



1. This Office informs the field for the schedule Virtual Meeting on December 21, 2020, Monday at 8:00 AM through <https://bit.ly/DepedFinanceMeeting> for the following agenda:

- a. Re-orientation on Procedural Guidelines on the Management of Cash advances for School MOOE and Program Funds of Non-IUs pursuant to COA, DBM and DEPED JC No. 2019-1 (per D.O. No. 029 s. 2019) Sec VI (B) 32.3
- b. 2021 Operational Plans and MOOE Downloading Documentary Requirements
- c. Fidelity Bond Renewal
- d. Other matters relevant to Financial Management

2. Participants to this meeting are ASDS, Designate DICs, Administrative Officer V, Accountant, Budget Officer, Cashier, IT Officer, School Administrators and field Administrative Assistants.

3. Participants are expected to sign in before 8:00 AM through a link mentioned above.

4. Immediate and wide dissemination of and strict compliance this Memorandum is directed.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/SDO/acm/12-17-2020

