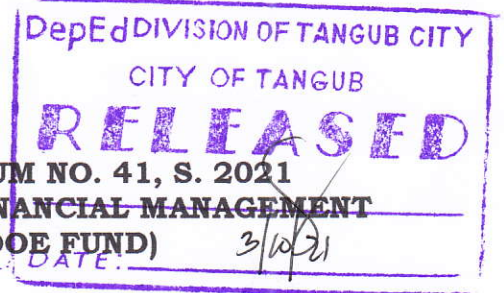




March 10, 2021

DIVISION MEMORANDUM
No. 43 s. 2021



CHANGE IN THE DIVISION MEMORANDUM NO. 41, S. 2021
(VIRTUAL RE-ORIENTATION SEMINAR ON FINANCIAL MANAGEMENT
OPERATIONS OF SCHOOLS' MOOE FUND)

To: Assistant Schools Division Superintendent
District Coordinating Principals
Principals/SHS Assistant Principals/ Head Teachers/TICs
Administrative Assistants
Public Elementary and Secondary Schools
This Division

1. Relative to Division Memorandum No. 41 s. 2021, entitled Virtual Re-Orientation Seminar on Financial Management Operations of School's MOOE Fund is moved from March 10, 2021 to March 11, 2021 due to conflict of the Division schedule One-Day Online Orientation on Basic Education Information System Forms for SY 2020-2021 scheduled March 10, 2021.
2. The following revised timeline of activities shall be followed:

Time	Facilitator /Topics
8:05 AM - 8:35 AM	Opening program
9:00 AM - 9:30 AM	Ronelle D. Silada <ul style="list-style-type: none">• Checklist of documentary requirements• Tracking Sheet System• Authorized Signatories of different forms of liquidation
9:30 AM - 10:15 AM	Anna Daphne C. Mugar <ul style="list-style-type: none">• AOM/ NS Findings• Rubrics/ Criteria/ Rating Sheets for FY 2021 Financial Reports• MOOE Online Monitoring of Financial Transactions
10:15 AM - 10:45 AM	Bride Joy M. Candano <ul style="list-style-type: none">• Procurement Activities and Documentary Requirements



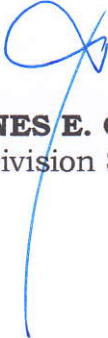


REPUBLIC OF THE PHILIPPINES
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

10:45 AM – 11:00 AM	Redeemer D. Denapo <ul style="list-style-type: none">• <i>Harmonized Gender and Development Guidelines (HGDG) Checklist</i>
11:00 AM - 11:30 AM	Aden M. Antonio <i>Philgeps Overview</i>
11:30 AM - 12:00 PM	Sherly C. Alivio <ul style="list-style-type: none">• <i>Open Forum</i>
----- LUNCH BREAK -----	
1:05 PM - 1:10 PM	Sherly C. Alivio <ul style="list-style-type: none">• Roll Call of Attendance
1:10 PM - 2:00 PM	Agustines E. Cepe, CESO V <ul style="list-style-type: none">• GAD Budget Plan Template
2:00 PM - 2:45 PM	Sheildon F. Honculada <ul style="list-style-type: none">• <i>Open Forum Continuation</i>
2:45 PM - 3:00 PM	Margissa T. Amen <ul style="list-style-type: none">• <i>Closing Remarks</i>

3. All other provisions of the previous Memorandum remain unchanged.

4. Immediate and wide dissemination of this Memorandum is enjoined.


AGUSTINES E. CEPE, CESO V
School Division Superintendent

AEC/SDO/acm/3-10-2021

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