



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DEP ED-DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY
RELEASED
DATE: MAR 22 2022
BY: [Signature]

Office of the Schools Division Superintendent

March 18, 2022

DIVISION MEMORANDUM

No. 97 s, 2022

CDO Finance Meeting: Coordination, Discussion & Opportunity for Finance Personnel (ADAS III and II) on March 24-25, 2022

TO: Arnel A. Calubag, CPA, MBA – Accountant III
Administrative Assistant II/III - Accounting Unit
Romiel S. Vallente - Administrative Officer V/Budget Officer
Elementary/Secondary School ADAS III (Senior Bookkeeper)
Elementary/Secondary School ADAS II (Disbursing Officer)
Legislative I and II

Thru their School Heads

1. The DepEd CDO Finance initiated some revisions of AR's and documentary requirement checklist and MOOE system enhancement to be used in the school based financial management operations for proper implementation of programs and projects of the schools and with the goal of full and efficient utilization of funds and in compliance of existing COA rules and regulation.
2. In connection with this, the Finance Unit will conduct a CDO Finance Meeting: Coordination, Discussion & Opportunity for Finance Personnel (ADAS III and II) on March 24-25, 2022 at Chali Beach Resort & Conference Center, Cugman, Cagayan de Oro City.
3. This activity aims to update and enhance the capability of all ADAS III and II with regards of their delivery of services while ensuring accountability and transparency.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

4. The School's ADAS III and II are required to attend by District as scheduled below:

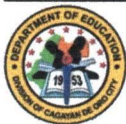
Legislative I - March 24, 2022
Legislative II - March 25, 2022

5. The expected participants are required to pre-register through this link:

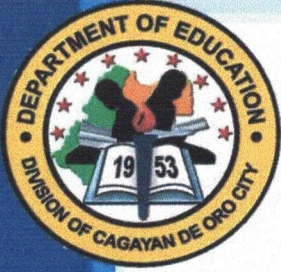
<https://bit.ly/Pre-Reg-CDO-Finance-Coordination-Meeting>

6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
7. Lunch and snacks shall be served during the period charge to local funds subject to the usual accounting and auditing rules and regulations.
8. For strict compliance.

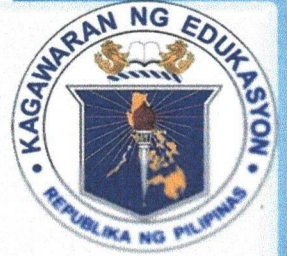

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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DEPARTMENT OF EDUCATION
REGION X
DIVISION OF CAGAYAN DE ORO CITY



1st Quarter 2022

CDO Finance Meeting

Coordination

Discussion

Opportunity

March 24 & 25, 2022
Chali Beach Resort & Conference Center



This serves as an Invitation

PROGRAMME

07:30-08:00	Registration	Ms. Kricia Alegado, Catherine Ocate and Mitos Duetes
PRELIMINARIES		
08:00-08:30	Pambansang Awit Prayer	Audio Visual Presentation (AVP)
	Welcome Remarks	Romiel S. Vallente Administrative Officer V/Budget Officer
	Message	Cherry Mae L. Limbaco-Reyes Schools Division Superintendent
	Presentation of Participants	Loredelle L. Tacandong
08:30 - 08:40	Program Flow, House Rules & other Instruction	Charise C. Udang
08:40-09:00	Stretching , Warm up Exercises (Galaw Pilipinas)	Audio Visual Presentation (AVP)
SESSION PROPER		
Emcee: Loredelle L. Tacandong Administrative Assistant III/ BAC Secretariat		
09:10-10:00	Re-echo of SBAC & HOPE Re-orientation Seminar	Loredelle L. Tacandong
10:00-10:45	Detailed discussion of Division Memo No. 063 s, 2022	Edwin Carl N. Canios Administrative Assistant III/ Accounting In-charge
10:45-10:55	Intermission Number	Gemma Barata and company
10:55-12:00	Presentation of Official Templates and Process	Ma. Rufel A. Anero Administrative Assistant III/ Accounting In-charge
LUNCH BREAK		
01:00-01:30	Presentation of ADASII and ADAS III IPCRF (Draft)	Jennifer B. Dadole & Lourdes P. Maghanoy Administrative Assistant III/ Accounting In-charge
01:30-02:00	ADASII and ADAS III tasks in the MOOE System	Jennifer B. Dadole Administrative Assistant III/ Accounting In-charge
02:00-02:05	Surprise Number	Song Solo
02:05- 03:05	Presentation of APP revisions with Actual transaction as an Example	Lourdes P. Maghanoy Administrative Assistant III/ Accounting In-charge
03:05 - 04:30	Open Forum Closing Prayer	

