



Republic of the Philippines
Department of Education
Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City



Division Memorandum No. 586
Series of 2022

To: Non – Implementing Units Bookkeeper
Administrative Aide II of Senior High School
Division Finance Staff

From: **MARIZA S. MAGAN, EdD. CESO V**
Schools Division Superintendent *M. Magan*

Subject: Conduct of 3rd Quarter Finance Conference for Non Implementing Units
Bookkeeper and Administrative Aide II of Senior High School.

Date: October 06, 2022

1. The Schools Division Office through the Accounting Section will conduct a 3rd Quarter Finance Conference for all non – implementing units bookkeeper on October 27-29, 2022.
2. The activity aims to discuss the following significant updates and concerns:
 - a. Orientation on the withholding and remittance of taxes.
 - b. Update on the use of MOOE Web Based
 - c. Updating and reconciliation of the advances for operating expense ledgers.
 - d. Compliance of monthly reports submitted to DepEd Regional Office
 - e. Preparation of Statement of Expenditures for special downloaded funds.
 - f. Refresh on the use of EFRS
3. The activity will serve as venue to discuss important and significant issues and concerns affecting financial reporting at the school level.
4. Participants are required to bring their laptop, updated passbook, cash advance ledger for the year 2021 and 2022.
5. For guidance and compliance.

