



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

Division Memorandum  
No. 274, S. 2023

TO : Accountant III  
Budget Officer III  
Division Finance Personnel  
Senior Bookkeeper Implementing Units  
Elementary Bookkeepers  
All Others Concerned

FROM : JUDELLA RUIZ-LUMPAS, Ed.D., CESO VI  
Schools Division Superintendent *J. Ruiz-Lumpas*

DATE : May 16, 2023

SUBJECT : QUARTE 2 FINANCE GROUP SEMINAR-WORKSHOP

1. This Office, through the Finance Division, shall hold Quarter 2 Finance Group Conference on June 7-10, 2023, at venue to be announced later.
2. The objective of this activity are the following:
  - a. Orientation and walkthrough on the use of eBMS.
  - b. Discuss monthly budgetary reports submitted to DepEd Regional Office and DBM.
  - c. Orientation and walkthrough on the use of eFRS.
  - d. Discuss issues and concerns on the implementation on the MOOE Web-Based System.
  - e. Serve as venue to orient the new bookkeepers on the use of MOOE Web-Based System.
  - f. Discuss Bank Reconciliation and Tax Preparation.
  - g. Review and update the transaction on the eFRS and discuss any possible adjustments.
  - h. Discuss simplified accounting guidelines & DepEd Order on School MOOE Utilization and Liquidation.
3. The participants of the seminar-workshop include the Division Office Finance Personnel, Senior Bookkeepers of the IU's and Elementary Bookkeepers of the Division Office, (Please see attached Enclosure 1).
4. Expenses for board and lodging shall be charged against Division MOOE. Travelling expenses of the Senior Bookkeepers of the Implementing Units shall be charged against their respective local funds.
5. Check-in will be in the afternoon of June 7, 2023. First meal to be served is AM Snack of the same day while last meal to be served is Am Snack of June 10, 2023.
6. Registration fee of P 7,500.00 will be collected from the Implementing Units (IU) bookkeeper to defray the expenses of the seminar and will be charge to their school MOOE.
7. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
8. For compliance and guidance.

References:

DepEd Memo No. OUF-2021-0880 Advisory on the Adoption and Implementation of Web-Based Monitoring System of the School Mooe Fund in support to the SESP-ADB Loan Program.

*5/17/2023*  
*12:24 PM*  
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