





Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

Division Memorandum
No. 802, S. 2024

TO : Accountant III
Budget Officer III

Division Finance Personnel
Senior Bookkeeper Implementing Units
Elementary Bookkeepers
All Others Concerned

FROM :  SHERLITA A. PALMA, EdD, CESO VI
OIC – Schools Division Superintendent 

DATE : October 24, 2024

SUBJECT : Year End Finance Group Seminar-Workshop

1. The Office, through the Finance Division, shall hold Year End Finance Conference on December 18 – 20, 2024 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 on December 18, 2024. First meal to be served lunch of the same day while last meal to be served is AM snack of December 20, 2024.
6. Registration fee of P 4,000.00 will be collected from the Implementing Units (IU) bookkeeper to defray the expenses of the seminar and will be charge to their MOOE.
7. All disbursements relative to the conduct of the seminar workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
8. For compliance and guidance.

