



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region III
Schools Division Office

SCIENCE CITY OF MUNOZ

Tel No. (044) 806 -2192 | Fax No. (044)456-5103



DIVISION MEMORANDUM

No. 126, s. 2019

TO : All Non-Fiscally Autonomous School Heads, School Treasurers and Canteen Managers

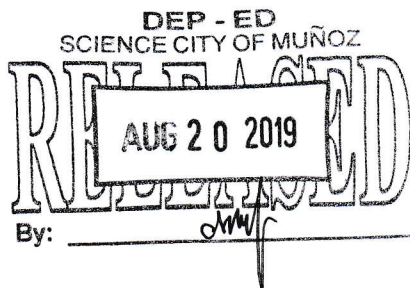
FROM : **CATALINA P. PAEZ, PhD., CESO V**
Schools Division Superintendent

DATE : August 19, 2019

SUBJECT : Seminar-Workshop on the Utilization of School MOOE and Common Documentary Requirements for Specific Government Transaction cum Training on School Canteen Fund Operations

1. The Department of Education – Schools Division Office of Science City of Muñoz through the Accounting Unit will conduct a Seminar – Workshop on the Utilization of School MOOE and common Documentary Requirements for Specific Government Transaction cum Training on School Canteen Fund Operations on **September 09, 2019, 9:00 AM** at the *SDO Conference Hall*.
2. The seminar-workshop aims to:
 - a. To identify difficulties encountered by School Heads on the utilization of School MOOE and provide technical assistance on common documentary requirements for government transactions.
 - b. To provide the basic accounting and auditing procedures on canteen operations.
3. The participants to this activity are all Non-Fiscally Autonomous School Heads, School Treasurers and School Canteen Managers.
4. There shall be **NO** registration fee to be collected to the participants. Meals and snacks shall be charged against the division Human Resource Development (HRD) fund. Travelling expenses should be charged to School MOOE.
5. Attached herewith is the training matrix of the said activity.
6. For your information and compliance.

osds/acctg/jvm



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