



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE – SCIENCE CITY OF MUÑOZ

February 20, 2024

SCHOOLS DIVISION MEMORANDUM

No. 078 , s. 2024

**FINANCIAL MANAGEMENT MEETING WITH ADMINISTRATIVE OFFICER II,
ADMINISTRATIVE ASSISTANT II, AND III ASSIGNED TO PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public Elementary and Secondary Schoolheads
All Others Concerned

1. In adherence to DepEd Order No. 002, s. 2024 titled *Immediate Removal of Administrative Tasks of Public School Teachers*, this Office will conduct a face-to-face meeting for all Administrative Officer II, Administrative Assistant III, and Administrative Assistant II personnel assigned to Public Elementary and Secondary Schools. Said meeting will specifically cover Financial Management and is scheduled on **March 1, 2024**, at **1:00 PM** in the **SBM Room in Muñoz National High School – Annex**.
2. This activity aims to:
 - a. Provide orientation and build the capacity of all non-teaching personnel in schools regarding their roles and responsibilities within the key result area (KRA) of Financial Management.
 - b. Address and discuss common financial issues and concerns.
 - c. Enhance the skills and knowledge of all non-teaching personnel in preparing the Monthly Bank Reconciliation Statement (BRS).
3. This Memorandum serves as the authority to travel of the participants.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent 

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

Financial Management Meeting

Accounting/ JVM-Financial Management
003/February 20, 2024



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