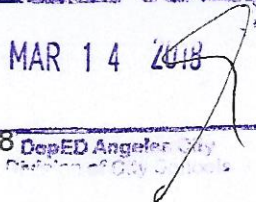


MAR 14 2018

March 14, 2018 By   
DepEd Angeles City  
Division Office of Quality SchoolsDIVISION MEMORANDUM  
No. 119 S. 2018**ONE DAY ORIENTATION ON THE UTILIZATION AND LIQUIDATION ON DOWNLOADING OF MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND OTHER FUNDED PROJECTS**TO : Non-IUs Elementary and Secondary Schools Principals  
(Including Integrated Schools)  
Senior High Schools

1. The Division One Day Orientation On the Utilization and Liquidation On Downloading of Maintenance And Other Operating Expenses (MOOE) And Other Funded Projects will be held on **March 15, 2018, 8:00 a.m. – 5:00 p.m.** at the **Gabaldon Bldg., Pulungbulu, Angeles City.**
2. The objectives of the one-day orientation are:
  - a. To enhance the skills of financial managers on processes on the preparation of supporting documents in every transaction.
  - b. Know the basic preparation of commercial check in every transaction.
  - c. Learn different DepEd Orders, Memos, DBM and COA circulars to be applied consistently to ensure the quality, the completeness and timeliness in the submission of liquidation reports.
3. Participants to this training are the following:
  - a. Elementary School Principals Including IS
  - b. Non-Autonomous Secondary Schools Principals  
And AC Senior High School Principal
  - c. Administrative Assistants III and II of District Schools
  - d. Administrative Assistants III of GRLLIS
  - e. Administrative Officer II of Senior High Schools
  - f. Administrative Assistants II of Senior High Schools  
With no AO II (1 each school)
  - g. Technical Working Group
4. All expenses to be incurred in this activity shall be charged against the Division MOOE Training Funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

  
 MA. GELINA L. VEGA

 OIC- Assistant Schools Division Superintendent  
 Officer In-Charge