
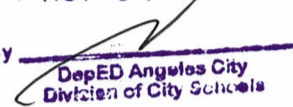
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: SDO Angeles City

November 19, 2018

**RELEASED**

**DIVISION MEMORANDUM**  
 No. 534 S. 2018

NOV 21 2018  
 By   
 DepED Angeles City  
 Division of City Schools

**ONE-DAY ORIENTATION ON THE USE OF CURRENT ACCOUNTS <sup>FOR</sup> SCHOOL HEADS AND DISBURSING OFFICERS AND PRESENTATION OF 2019 SCHOOL OPERATING BUDGET NDWORK AND FINANCIAL PLAN**

To : School Heads of Public Elementary, Secondary (Non-IUs) and Senior High Schools  
 Disbursing Officers, Admin Officers and Senior Bookkeepers of Elementary, Secondary (Non-IUs) and Senior High Schools  
 Division Accounting Unit

1. This is to inform the concerned that the Division Accounting Unit will conduct a one day Orientation on Current Accounts on November 26, 2018 at Gabaldon Building Pulungbulu, Angeles City.
2. Also, there will be presentation of School Operating Budget and Work and Financial Plan for FY 2019 MOOE of Schools. Draw lots will be done on the schools who will present their SOB and WFP. For information and guidance, Budget Allocation and formats of SOB and WFP were already sent to your email addresses last week.
3. There will be a registration of Four Hundred Pesos (P 400.00) to be collected from the participants to cover the food chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
4. Attendance is strictly adhered.

  
**LEILAN SAMSON CUNANAN, CESO VI**  
 Schools Division Superintendent

*gyp/acct3/acctg*

**"SMILES BRIGHT, SERVES RIGHT"**