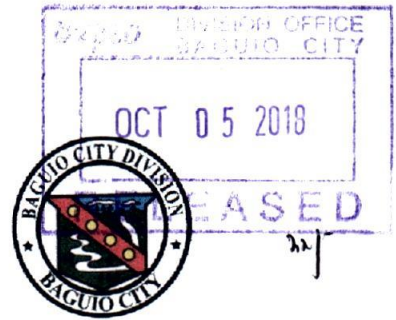




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum
No. 482, s., 2018

5 DAY CAPABILITY BUILDING FOR THE FINANCE STAFF


To: Division Finance Staff
SDOs (IUs)
Concerned Public Secondary School Heads

1. By 2019, in addition to the three existing independent schools, four schools will gain the status of fiscal autonomy namely Magsaysay National High School, Mil-an National High School, Guisad Valley National High School and Roxas National High School.
2. The Department of Education – Schools Division of Baguio City has the objective to fully comply with the reportorial requirements as mandated by the DepEd-CAR Regional Office, Central Office and attached agencies such as COA and DBM.
3. In line with this, there will be a 5-day capability building of Finance Staff for them to be oriented on the reportorial requirements to enable the smooth processing of financial transactions not just on MOOE but also on Personal Services and Capital Outlay on **October 8-12, 2018** at the **Schools Division Office Training Center**.

4. List of participants:

Bookkeepers	- 13
Special Disbursing Officers	- 9
EPIP Contract of Service	- 1
Administrative Assistant III	- 1
Accountant III	- 1
Budget Officer	- 1
Administrative Assistant I	- 1
Technical Support (ICT)	- 1
SDOs (IUs)	- 4
Irisan NHS (Cherry Padonga)	
PCNHS (Sharon Estocapio)	
BCHS (Haydee Yuri Dumaran & Melanie Mercado)	

5. Wide and immediate dissemination of this memorandum to all concerned is desired.


FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V
Schools Division Superintendent