



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

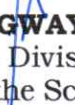
No. 75, s. 2021

TO : Office and Field Bookkeepers (Accounting)

DATE : March 18, 2021

SUBJECT : **QUARTERLY FINANCE MEETING FOR CY 2021**

1. This is to announce the Quarterly Finance Meeting to be conducted on April 08, 2021 at 8:30AM at the 2nd Floor Division office extension.
2. The agenda will be the following:
 - a. IPCRF 2021- c/o Accountant
 - b. Deductions & Withheld of taxes on purchases of goods & services- c/o Accountant
 - c. Liquidation Report - c/o Gilbert Dela Cruz
 - d. APP/ PPMP 2021- c/o Gilbert Dela Cruz
 - e. Report of Checks Issued (RCI)- c/o Marlyn Ambong
 - f. Status of Funds downloaded- c/o Marlyn Ambong
 - g. Deped Order No. 008, s. 2019 Revised guidelines on the direct release, use, monitoring and reporting of MOOE allocation of schools, **including other funds manage by schools - c/o Accountant**
 - h. Maintenance of Transparency Board for school MOOE and procurement activities- c/o Accountant
 - i. Other Matters
3. Participants to this meeting will be the following:
 - Accountant III
 - Office Bookkeepers (Accounting)
 - Field Bookkeepers (Accounting)
4. Attendance is a must.
5. Please be guided accordingly.


IRENE S. ANGWAY, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

