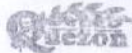




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE


DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: **FEB 09 2022**
By: **Cristal 9:20 AM**
Ref. no. **DM 085, s. 2022**

07 February 2022

DIVISION MEMORANDUM
DM No. 085, s. 2022

REVIEW OF GOVERNMENT ACCOUNTING: PROCESSING FINANCIAL TRANSACTIONS AND PREPARING FINANCIAL RECORDS AND REPORTS

To: OIC-Assistant Schools Division Superintendents
OIC- Division Accountant
Administrative Officer II
Division and Sub-Office Accounting Personnel
All Others Concerned

1. To continuously improve the performance of the accounting personnel and to ensure standard application of rules and processes in Financial Management Operations Manual and Government Accounting Manuals, as prescribed by governing regulations for Accounting, this Office will conduct a seminar/workshop on Review of Government Accounting: Processing Financial Transactions and Preparing Financial Records and Reports on **February 10-11, 2022 at Queen Margarett Hotel Domoit, Lucena City.**
2. This activity aims to:
 - a. Review the processes of accounting section.
 - b. Understand each one's role and involvement as part of the team.
 - c. Reorient the Internal Auditors with the issuances, forms and concerns regarding MOOE liquidation reports.
 - d. Identify new ways for a faster and easier conduct of accounting transactions.
3. This is a 2 day live-in workshop. Participants of this activities are all Division and Sub- Office Accounting Personnel and Administrative Officers II who are temporarily detailed at Accounting Section. Food expenses and accommodation shall be charged against the HRTD Fund while travel and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

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"Creating Possibilities, Inspiring Innovations"

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4. To ensure the safety of everyone, health protocols shall be strictly enforced in accordance to IATF guidelines during the activity. All participants should accomplish the online health declaration form through this link <https://tinyurl.com/21HealthDeclaration-Trainings> or bring health clearance. It is also required to wear protective gears.
5. A Health Officer shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are over sixty-five years of age, and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall not be required to participate in this activity.
6. For immediate dissemination and strict compliance of all concerned.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accjft02/07/2022

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