

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DIVISIONAL MEMORANDUM

No. 040 , s. 2024

To : Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Administrative Officer V (Administrative Services)
Schools Heads, Implementing and Non Implementing Units
Finance Personnel
All Others Concerned

From : NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Date : January 25, 2024

Subject : Workshop on the Liquidation of Cash Advances for School Maintenance and Other Operating System and Other Program Funds Cum Coordination Meeting

1. To ensure efficient utilization and timely liquidation of downloaded funds to schools through cash advance, the Finance Services, this Division, shall conduct a regular monthly workshop for the submission, review and approval of liquidation reports and documents at the Division Training Hall, DepEd Division of Ozamiz City, IBJT Compound, Carangan, Ozamiz City from 8:00 AM to 5:00 PM following the schedule below:

Month	Date
February	February 5, 2024
March	March 4, 2024
April	April 4, 2024
May	May 3, 2024
June	June 3, 2024
July	July 3, 2024
August	August 5, 2024
September	September 4, 2024
October	October 4, 2024
November	November 4, 2024



Address: IBJT Compound, Carangan, Ozamiz City
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Our LEARNERS: The Diamonds of the Fortress.
ASENSO OZAMIZ!

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December

December 4, 2024


2. Participants to this workshop are the following:

Accountant III	- 1
Administrative Officer V (Budget)	- 1
Administrative Officer II (HRMO I)	- 18
Administrative Assistant III (Finance)	- 21
Administrative Assistant II (Finance)	- 12
Administrative Assistant I (Finance)	- 1
Other Finance Personnel	- 1
Total	55

Detailed list of names is attached as Annex A.

3. Please refer to the Program of Activities attached as Annex B.

4. Queries relative to this workshop can be coursed thru the Division Accountant, Ms. Maricel D. Avila, CPA.


NIMFA R LAGO, CESQ VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

Schools
Finance
Policy

Rules and Regulations
Guidelines

MPDA/DM/Workshop on the Liquidation of Cash Advances/January 25, 2024



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PROGRAM OF ACTIVITIES

Time	Activity	Person-in-Charge
8:00-8:15 AM	Registration	DO ADAS III
8:15-8:30 AM	Preliminaries/Attendance Check/Opening Program	DO ADAS III
8:30-9:00 AM	Recap of previous Liquidation Day agenda	DO ADAS III
9:00-9:45 AM	Updates on the issues and concerns from the previous agenda	All participants/ Accountant III
9:45-10:00 AM	Update on the Status of Downloading and Liquidation	DO ADAS III
10:00-11:00 AM	New Issues and Concerns	All participants
11:00-12:00 NN	Discussion of Issues and Concerns raised, new issuances, memoranda, orders and updates	Accountant III
12:00-1:00 PM	Lunch break	All participants
1:00-3:00 PM	Submission and Review of Liquidation documents	All participants
3:00-4:30 PM	Finalization of Status of Liquidation	DO ADAS III
4:30-5:00 PM	Presentation of Ranking for Top Performing Schools of the month	DO ADAS III
5:00 PM	Closing Prayer	DO ADAS III