



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

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**DIVISIONAL MEMORANDUM**

No. *114*, s. 2024

TO : Assistant Schools Division Superintendent  
Accountant III  
Administrative Officer V (Budget)  
Administrative Officer V (Administrative Services)  
Public Schools District Supervisors  
School Heads, Non Implementing Units  
All Others Concerned

SUBJECT : **INVITATION FOR THE NON-IMPLEMENTING UNIT  
SCHOOL HEADS TO ATTEND THE S.H.I.N.E DO FINANCE  
DAY**

DATE : **APRIL 2, 2024**

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1. The conduct of the regular monthly S.H.I.N.E DO Finance Day was an innovation introduced by the Finance Services participated in by the Finance Personnel assigned in schools and in the Division Office for the following objectives:
  - a. increase performance in fund utilization by fast tracking the reconciliation of liquidation submitted with the amount received by the Schools through cash advance;
  - b. ensure efficient, economical and effective utilization of MOOE and other funds for better learning outcomes.
  - c. promote timely submission of complete documents for liquidation;
  - d. provide technical assistance to the participants on the issues and concerns encountered in the management and utilization of downloaded fund;
  - e. discuss updates on guidelines, latest issuances, memoranda, orders, issues and concerns relative to the management of cash advances in schools.



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2. This Office recognizes the important role that the School Heads play in the achievement of the above-mentioned objectives, thus, this invitation for their attendance to the conduct of the S.H.I.N.E DO Finance Day on April 4, 2024 from 8:00 am to 5:00 pm at Be Palace Hotel, Ozamiz City.
3. Important topics shall be discussed relevant to the efficient utilization of downloaded funds.
4. No registration fee shall be collected from the School Heads but they shall be responsible for their own provisions (snacks and lunch).
5. Those who will be joining the workshop are requested to confirm their attendance by coordinating with the Finance Personnel assigned in their school.
6. Immediate dissemination of this memorandum is enjoined.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Assistant Schools Division Superintendent

  
pp. **DIONESIO L. LIWAGON, JR., CESE** *g.*  
OIC, Assistant Schools Division Superintendent



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