



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

24-11862
 August 29, 2024

DIVISION MEMORANDUM

No. 0162, s. 2024

SCHOOL VISIT CUM TECHNICAL ASSISTANCE TO THE SELECTED PANABO CENTRAL DISTRICT SCHOOLS

To : **Basilio P. Mana-ay, Jr., CESO VI**
 Assistant Schools Division Superintendent
Ailene B. Añonuevo, Ph.D., Chief Education Supervisor
 Schools Governance and Operations Division
Janwario E. Yamota, Chief Education Supervisor
 Curriculum Implementation Division
 Selected Panabo Central District School Principals
 Division Accountant
 Accounting Section Personnel
 All Others Concerned

1. Please be informed that the Accounting Section will be providing technical assistance on the **preparation of bank reconciliation reports, liquidation of downloaded School Maintenance and Other Operating Expenses (MOOE) Funds and other financial reports** to the following elementary schools under the Panabo Central District with the respective scheduled dates of visit:

Date	School	Principal
September 2, 2024 (1:00PM – 5:00PM)	Rizal Elementary School	Rosemarie Patriarca
	Central Elementary School	Ramelyn Antalan
September 3, 2024 (1:00PM – 5:00PM)	Salvacion Elementary School	Mylene Castillo
	Sto. Niño Elementary School	Julius Juen
	San Pedro Elementary School	Helen Delada

2. Anent to this, School Principals are hereby advised to be in their respective schools during the school visit and set all relative documents for the preparation of liquidation report.
3. Travel expenses shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
4. For your strict compliance.

JINKY B. FIRMAN, PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

Office of the Schools Division Superintendent

RELEASED

AUG 29 2024

RECORDS SECTION SDO PANABO CITY

BY



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Empowering Champions in Education
 through Journeying, Blending and Fostering commitment in
 providing quality education, MATATAG for all.