



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

Office of the Schools Division Superintendent

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  
**Janwarrio E. Yamota**, Chief Education Supervisor  
 Curriculum Implementation Division  
 Selected Panabo Central District School Principals  
 Division Accountant  
 Accounting Section Personnel  
 All Others Concerned

- 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

- 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.
- Travel expenses shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
- 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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 through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.