



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

Office of the Schools Division Superintendent

September 4, 2024

DIVISION MEMORANDUM

No. 0169, s. 2024

SCHOOL VISIT CUM TECHNICAL ASSISTANCE TO THE SELECTED PANABO NORTH 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 North District on September 10, 2024 to wit:

School	Time	Principal
Roxas Elementary School	8:30am – 9:30am	Elsie Inigo
Sindaton Elementary School	9:45am – 10:45am	Anbella Eleria
Concordia A. Sison Elementary School	11:00am – 12:00nn	Jonalyn Badua
Dalisay Village Elementary School	1:00pm – 2:00pm	Reynaldo Morales
Southern Davao Elementary School	2:15pm – 3:15pm	Rosselle Pasaporte
Nanyo Central Elementary School	3:30pm – 4:30pm	Johanna Linterna

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

SEP 05 2024

RECORDS SECTION SDO PANABO CITY
 BY



Schools Division of Panabo City
 City Hall Compound, Panabo City
 Tel. No. (084) 823-1469
 Email: panabocity.division@deped.gov.ph

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