

NW-0925/107254



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

Office of the Schools Division Superintendent
DIVISION MEMORANDUM
 OSDS-2025-0152

To : **BASILIO P. MANA-AY, JR., CESO VI**
 Assistant Schools Division Superintendent
AILENE B. AÑONUEVO, PH.D.,
 Chief ES - Schools Governance and Operations Division
JANWARIO E. YAMOTA,
 Chief ES - Curriculum Implementation Division
 Selected Junior High School and Elementary School Principals
 Division Accountant
 Accounting Section Personnel
 All Others Concerned

Subject: **SCHOOL VISIT CUM TECHNICAL ASSISTANCE TO THE SELECTED JUNIOR HIGH SCHOOLS AND ELEMENTARY SCHOOLS**

Date: September 23, 2025

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 and junior high schools to wit:

School	Time	Date	Principal
Salvacion ES	8:30am – 10:30am	Sept. 24, 2025	Mylene Castillo
Kasilak NHS	10:45am – 12:00nn	Sept. 24, 2025	Chindy Bitoy
Malativas ES	1:00pm – 2:30pm	Sept. 24, 2025	Alfredo Ogue Jr.
Buenavista ES	2:45pm – 4:00pm	Sept. 24, 2025	Lovely Melencion
Cagangohan NHS	8:30am – 9:30am	Sept. 25, 2025	Rustico P. Hernandez Jr.
Manay NHS	8:30am – 11:00am	Sept. 29, 2025	Jayson B. Juen

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.

For and in the absence of the Schools Division Superintendent:

JANWARIO E. YAMOTA
 Chief ES – Curriculum Implementation Division

RELEASED

SEP 24 2025



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