


Dep

Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur

Division Memorandum

No.: 152 s. 2012

DATE : October 15, 2012

FROM : 
GILBERT T. SADSAD
Schools Division Superintendent

TO : Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary Schools and Non-Implementing Secondary Schools
All Others Concerned

SUBJECT: **ORIENTATION-WORKSHOP ON SIMPLIFIED ACCOUNTING
PROCEDURES FOR NEWLY APPOINTED/DESIGNATED SCHOOL HEADS**

1. In order to capacitate school heads on fund management due to the downloading of MOOE and other funds/grants, the Accounting Section will conduct live-out orientation-workshop on Simplified Accounting Procedures at *a venue to be announced later* on the following dates, to wit:

| | |
|---------------|--------------------|
| October 22-24 | Batch 1 Elementary |
| October 25-26 | Batch 2 Secondary |
2. Due to time constraint participants to this activity will be limited only to *interested* school heads who have not yet undergone such training and those who are newly appointed/designated as per attached list. As such, *confirmation* of participants is required. **NO PROXY IS ALLOWED.**
3. After the training, school heads are expected to echo what they have learned to their disbursing officer designates (for big schools) and bookkeeper-designates (for small schools) until such time that they were also trained.
4. Travelling expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, please feel free to contact the Office of the Division Accountant at these contact numbers: **477-5272, 09175086121 or 09399397746.**
6. For the information, guidance and strict compliance of all concerned.