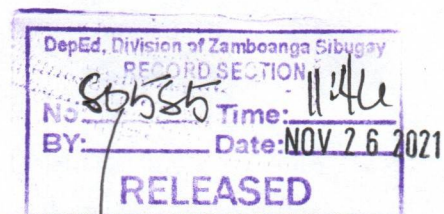




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



November 19, 2021

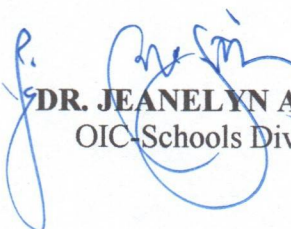
DIVISION MEMORANDUM

NO. 453, s. 2021

**TECHNICAL ASSISTANCE TO NEWLY HIRED BOOKKEEPERS
OF IMPLEMENTING UNITS**

To : Assistant Schools Division Superintendent
Newly Hired Bookkeepers of Secondary Implementing Units
Selected ADAS III of Accounting Section
This Division

1. In preparation for the Year-End Closing of Books of Accounts and submission of monthly/annual financial reports, the accounting section has decided to provide technical assistance to newly hired bookkeepers which will be held during Saturdays at Accounting Section, Division Office.
2. This orientation-workshop aims to address the following:
 - a. Efficient usage of GAFR system;
 - b. Timely submission of monthly financial reports; and
 - c. Other accounting issues and concerns
3. The selected participants are required to bring laptop, soft copies of financial reports including RDAI and RCI, bank's Statement of Account and other related financial data.
4. The list of participants with their corresponding schedule is attached herewith.
(Pls. refer to Annex 1)
5. Travelling and other incidental expenses shall be charged to school MOOE funds subject to usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination on the contents of this memorandum is desired.


DR. JEANELYN A. ALEMAN, CESO VI
OIC-Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:

EMPLOYEES WORKSHOP
SCHOOL REPORTS

ZS-DM-OSDS-ACCTG-2021-11-094 -0
MGL20211119





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Annex 1

SCHEDULE OF ORIENTATION-WORKSHOP

Batch 1: November 20, 2021

NO.	NAME OF PARTICIPANT	SCHOOL
1	Jonalou S. Nadal	Diplahan NHS
2	Rodrigo M. Majorinos, Jr.	Talusan NHS
3	Mart Greggry Jones Aying	Sta. Clara NHS

Batch 2: December 4, 2021

NO.	NAME OF PARTICIPANT	SCHOOL
1	Sugar Rey D. Callao	Francisco Ramos NHS
2	Melvin Conturno	Olutanga NHS
3	Bobby Bitun	Alicia NHS
4	Jeanny Medina	Kabasalan NHS

