



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 26, 2023

DIVISION MEMORANDUM
OSDS No. 143, s. 2023

3rd DFIMMEA – DIVISION FINANCIAL MANAGEMENT, MONITORING, EVALUATION AND ADJUSTMENTS CUM UPSKILLING OF SCHOOL HEADS, SCHOOL – BASED FINANCE PERSONNEL AND ADMINISTRATIVE OFFICER II ON FINANCIAL MATTERS

To: Assistant Schools Division Superintendent
School Heads
School – based Administrative Officer II
School – based Bookkeepers and Disbursing Officers
All others concerned

1. The SDO Tacurong City shall conduct 3rd DFIMMEA cum Upskilling of School Heads, School – based finance personnel and Administrative Officer II on October 4-6, 2023, at SDO Conference Hall.
2. The objectives of this activity are the following:
 - a. Discuss the procurement process and the preparation of 2024 budget plans to all schools;
 - b. Present the school liquidation process, supply matters and other existing government financial policies to all school heads, School -based administrative officer II, School -based bookkeepers and disbursing officers; and
 - c. Address other related financial issues.
3. The participants of the said activity are the: a) School Heads, b) School-based Administrative Officer II and c) School-based bookkeepers and disbursing officers. *See enclosure for the schedule per clusters/ schools.*
4. Immediate dissemination of and compliance to this Memorandum is desired.


ARDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference: None
Allotment: None
To be included in the perpetual Index under
RECORDS
JGS/OSDS/DM/3rdDFIMMEA/ September 25, 2023



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Enclosure to Division Memo OSDS No. _____ s. 2023

DATE	TIME	PARTICIPANTS
October 4, 2023	8:00 A.M.- 12:00 NN	EAST CLUSTER 1.SCHOOL HEADS 2.AO II 3. ADAS III 4. ADAS II
October 4, 2023	1:00 P.M – 5:00 P.M	WEST & CENTRAL CLUSTER 1.SCHOOL HEADS 2.AO II 3. ADAS III 4. ADAS II
October 5, 2023	8:00 A.M – 12:00 NN	SOUTH CLUSTER 1.SCHOOL HEADS 2.AO II 3. ADAS III 4. ADAS II
October 5, 2023	1:00 P.M – 5:00 P.M	NORTH CLUSTER 1.SCHOOL HEADS 2.AO II 3. ADAS III 4. ADAS II
October 6, 2023	8:00 A.M –12:00 NN	IUs & NON -IUs SECONADARY SCHOOL 1.SCHOOL HEADS 2.AO II 3. ADAS III 4. ADAS II
October 6, 2023	1:00 P.M – 5:00 P.M	ALL SCHOOL – BASED ADAS III & ADAS II



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