



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

November 20, 2024

DIVISION MEMORANDUM
OSDS No. 135, s. 2024

**4th DFIMMEA – DIVISION FINANCIAL MANAGEMENT, MONITORING, EVALUATION
AND ADJUSTMENTS CUM TEAM -BUILDING**

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

1. The Schools Division Office (SDO) Tacurong City will conduct **4th DFIMMEA – Division Financial Management, Monitoring, Evaluation and Adjustments cum Team- Building** on December 26-28, 2024.
2. The objectives of this activity are the following:
 - a. Discuss latest issuances on government financial and supply management;
 - b. Provide a refresher on RA 7613 (Code of Conduct and Ethical Standards for Public Officials and Employees).
 - c. Discuss human resources management matters;
 - d. Present the Status of School Maintenance and Other Operating Expenses (MOOE) and other funds for the 1st to 4th Quarters of 2024;
 - e. Address other related financial and administrative concerns; and
 - f. Strengthen collaboration and communication among personnel through team – building activities, fostering a cohesive and efficient work environment.
3. The participants for this activity are as follows:
 - a. School -based Administrative Officer II
 - b. School – based Project Development Officers
 - c. School- based bookkeepers
 - d. School -based disbursing officers
4. All **SCHOOL -BASED FINANCE PERSONNEL** are **required** to present the status of 1ST to 4th Quarter CY 2024 School MOOE and other funds using the prescribed template used last 3rd DFIMMEA 2024. Thus, participants are advised to bring their laptop for this purpose.



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5. A registration fee of **TWO THOUSAND PESOS (P2,000.00)** payable to **CITY SCHOOLS DIVISION OF TACURONG** shall be collected to cover food, prizes, honorarium of resource speakers and other operating expenses. Both the registration fee and travelling expenses and other operating expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. All presenters are required to strictly comply with the submission of one hard copy of the presentation on the Status of Maintenance and Other Operating Expenses and Other Funds. **“No submission and presentation of Status of MOOE and Other Funds, no certificate policy”** shall be observed.
7. Immediate dissemination of and compliance to this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference: None
Allotment: None
To be included in the perpetual Index under
RECORDS

JGS/QSDS/DM/4th Division Financial Management Monitoring, Evaluation and Adjustments/ November 18, 2024



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