



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 6, 2022

REGIONAL MEMORANDUM

No. **985**, s. 2022

**CONDUCT OF RO AND SCHOOLS DIVISION OFFICE FINANCE GROUP
INTERFACING ACTIVITY (BATCH 3)**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of an Interfacing Activity with Regional Office and selected Schools Division Office Finance Personnel (Batch 3).
2. The purpose of the interfacing activity are as follows:
 - a. updating and submission of validated AOM compliance for CY 2020 and Prior Years;
 - b. updating and validation of status of NS and ND balances to date;
 - c. updating and validation of Statement of Expenditures (SOEs) on Fund Transfers;
 - d. updating and validation of status of submission of Official Receipts for PLIs;
 - e. updating the status of opening of bank accounts;
 - f. updates on submission of Monthly MOOE downloading;
 - g. updating of utilization of google sheets on fund balances;
 - h. discuss issues encountered on timely submission of various accounting and budgetary reports and propose resolutions on issues and concerns;
 - i. other relevant matters.

3. Below is the schedule of the field visit to SDO by RO-Finance Teams (Batch 3):

Date of Interfacing Activity	SDO INVOLVED	TEAM IN-CHARGE
October 11-12, 2022	Maasin City	Team A Alma E. Suyom Leonardo A. Cordova Ronafe A. Dolo Romar C. Dianito
October 11-12, 2022	Ormoc City Division	Team C Fe M. Gerona Kathrine Rae A. Cromente



		Mary Beth D. Tolibas Robert B. Ecot
October 26-27, 2022	Catbalogan City	Team A Alma E. Suyom Leonardo A. Cordova Ronafe A. Dolo Romar C. Dianito

4. The participants to this interfacing activity are the following:
 - a. SDO – SDS/ASDS
 - SDO Program Coordinators
 - Division Accountants and personnel in-charge of accounting reports
 - Division Budget Officer and personnel in-charge of budgetary reports
 - Implementing Units Bookkeepers/Accountant
 - b. RO Finance Teams from:
 - Office of the Chief
 - Accounting Section personnel
 - Budget Section personnel

5. The concerned SDO shall identify the venue and the necessary preparations appropriate for the activity. No registration fee shall be collected from the participants. Expenses of the RO, SDO and IU participants relative to his/her participation to the activity shall be charged to their respective MOOE, subject to the usual accounting and auditing rules and regulations.

6. Further, all concerned are hereby directed to strictly comply with the IATF safety measures and protocols appropriate thereto.

7. Immediate dissemination and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director



Enclosures: None

References: None

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

Finance Group Conference Interfacing Activity RO-SDO Finance Interfacing Activity

FD-GJF