



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

March 15, 2023

REGIONAL MEMORANDUM

No. **240**, s. 2023

CONDUCT OF REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES FINANCE GROUP INTERFACING ACTIVITY FOR CALENDAR YEAR 2023

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of the Regional Office and Schools Division Offices Finance Group Interfacing activity for Calendar year 2023 Interfacing Activity at various dates within Quarter 2.

- 2. The interfacing activity shall cover the following concerns:
 - a. updating and submission of validated AOM compliance for CY 2023 and Prior Years;
 - b. updating and validation of the status of NS and ND balances to date;
 - c. updating and submission of Statement of Expenditures (SOEs) on Fund Transfers from RO to SDOs for various activities;
 - d. updating and reconciliation of Fund Transfers for remittances (CY 2022 and prior years);
 - e. updating the status of cash advances and opening of bank accounts;
 - f. updating the Status of Monthly MOOE Downloading;
 - g. updating of the google sheets on monitoring of fund utilization;
 - h. discuss various accounting and budgetary reporting issues and propose resolutions to address them; and
 - i. other relevant matters.

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



Budget Section personnel

4. Below are the schedule of the field visit to SDO by the RO-Finance Teams:

Date	SDO INVOLVED
April 18-19, 2023	Borongan City Eastern Samar
April 20-21, 2023	Calbayog City Northern Samar
April 25-26, 2023	Tacloban City Leyte
April 27-28, 2023	Maasin City Southern Leyte
June 20-21, 2023	Baybay City Ormoc City Biliran
June 22-23, 2023	Catbalogan City Samar

RO Team Composition and assignment:

Team	Members	SDO Coverage
Team A	Ms. Alma E. Suyom Ms. Ronafe A. Dolo Ms. Reylyn S. Esoy	Leyte Biliran Maasin City Catbalogan City
Team B	Ms. Gladys J. Fabillo Ms. Annalee C. Escobarte Ms. Mary Grace Antivo	Baybay City Southern Leyte Tacloban City
Team C	Ms. Fe M. Gerona Mary Beth D. Tolibas Mr. Robert B. Ecot	Samar Eastern Samar Ormoc City
Team D	Mr. Gary Jay N. Calipayan Ms. Kathrine Rae A. Cromente Mr. Edsel P. Dolo	Calbayog City Northern Samar Borongan City

5. The concerned SDO shall identify the venue and the necessary preparations appropriate for the activity. Funds to defray the cost of board and lodging of the RO Teams shall be downloaded to the SDOs through the issuance of Sub-AROs. Moreover, the expenses of the SDO and IU participants relative to his/her participation in 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 comply with the IATF safety measures and protocols appropriate therein.

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 Interfacing Activity

FD-GJ

