



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

March 1, 2022

OFFICE MEMORANDUM

No. **123**, s. 2022

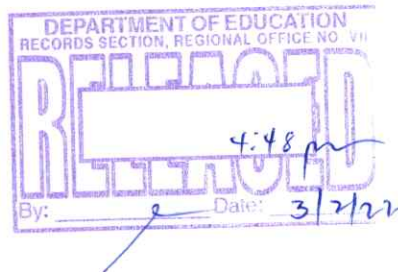
To: Finance Division Unit Heads
All others concerned

FINANCE DIVISION WORK ASSIGNMENTS FOR CY 2022

1. The Finance Division, this office, shall hereby informs all concerned of the CY 2022 Work Assignments of its staff and personnel, effective immediately. Attached is the detailed List of Work Assignment of each employee as discussed and agreed in previous Finance Division staff meetings.
2. Further, the respective CY 2022 Targets of each personnel shall likewise be adjusted according to appropriate timelines inherent in each task.
3. Immediate dissemination of and compliance with this Office Memorandum are desired.


for **EVELYN R. FETALVERO, CESO IV**
Regional Director

FD-GJF



Accounting Section Work Assignments 2022

FE M. GERONA - ACCOUNTANT III

Head and Supervise the Overall Performance of the Accounting Section

Supervise and/or Facilitate the Conduct of Conferences (FGC, Regional Mid-Year/Year-End Seminar-Workshop, Updating of AAPSI

Supervise and/or Facilitate the Conduct of Coaching Session (Accounting Section)

Supervise and/or Facilitate the Conduct of Finance Division Staff Meetings (Accounting Section Updates)

Review and Sign PR, DFR and other related documents

Review and Sign PO/Contracts

Review and Sign Disbursement Voucher

Review and Sign Liquidation Report

Review and Sign SDO Provident Loan Application

Review and Sign ROP Payroll (Regular Salary and Other Personnel Benefits)

Accounting Section Work Assignments 2022

F E M. GERONA - ACCOUNTANT III

Review and Sign TRA (eFPS Generated Forms)

Review and Sign JEVs and Journals

Review and Sign Monthly Updating of Subsidiary Ledgers vis a vis Schedules

Review and Sign Monthly Updating of Supplies Ledger Card and PPE Ledger Card

Review and Sign Quarterly Financial Statements and Its Accompanying Schedules (COA Submission)

Review and Sign Consolidated ROP (All Fund Clusters) Year-End Financial Reports

Review and Sign ROP Year-End Financial Reports (COA Submission)

Review and Sign ROP Consolidated (All Fund Clusters) Quarterly FARs 2, 2A, and 5

Review and Sign RO-SDO Consolidated Year-End Financial Reports (DepEd-CO Submission)

Review and Sign RO-SDO Consolidated Mid-Year Financial Reports (DepEd-CO Submission)

Accounting Section Work Assignments 2022

FE M. GERONA - ACCOUNTANT III

- Review and Sign Monthly URS-Generated FAR 4 (DBM Submission)
- Review and Sign Quarterly URS-Generated FAR 2, 2A and 5 (DBM Submission)
- Review and Sign Annual URS-Generated FAR 3 (DBM Submission)
- Review and Sign RO-SDO Consolidated Quarterly FAR 2, 2A and 5 (DepEd-CO Submission)
- Review and Sign RO-SDO Consolidated Quarterly FAR 3 (DepEd-CO Submission)
- Review and Sign RO-SDO Consolidated Status and Aging of Cash Advances (DepEd-CO Submission)
- Review and Sign RO-SDO Consolidated MOOE Downloading (DepEd-CO Submission)
- Review and Sign RO-SDO Consolidated SBFP (DepEd-CO Submission)
- Supervise, Review and Sign Submission of Other Reports as requested by DepEd-CO
- Supervise, Review and Sign Submission of Other Reports as requested by COA

Accounting Section Work Assignments 2022

FE M. GERONA - ACCOUNTANT III

- Supervise, Review and Sign Submission of documents for AOM, NS, ND and other Audit Concerns to COA and/or DepEd-CO
- Monitor Status of Fund Transfers (Special Programs and PSU-Related Transactions)
- Prepare IPCCR, IDP and other Related Documents
- Review and Rate IPCCR of the Accounting Section Staff
- Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division
- Prepare DTR, SALN, PDS and other documents required by the Administrative Division
- Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities
- Participate in the provision of TA to SDOs thru RFTACT
- Attend Quarterly RMEA

Accounting Section Work Assignments 2022

LEONARDO A. CORDOVA - ACCOUNTANT II

- Gather Certification (Use of latest version of EFRS) from SDOs
- Facilitate and Prepare Updates for the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI
- Facilitate the conduct of coaching session (Accounting Section)
- Facilitate and Prepare Updates for the Conduct of Finance Division Staff Meetings (Accounting Section)
- Review and Process PR, DFR and other Related Documents (Asset Management Section, Cash Section)
- Review and Process PO/Contracts (Asset Management Section, Cash Section)
- Review and Process Disbursement Voucher (Asset Management Section, Cash Section)
- Review and Sign DV for Travel Reimbursement
- Alternate Accountant III (Review and Sign PR, DFR, PO, DV, Payroll, Financial Reports and other documents)
- Monitor the Procurement (Preparation of PR to payment) Activities of the Finance Division

Accounting Section Work Assignments 2022

LEONARDO A. CORDOVA - ACCOUNTANT II

Monitor the Monthly Submission of GL/SL (EFRS-Generated PDF File)

Monitor the Monthly Updating of Subsidiary Ledgers vis a vis Schedules

Monitor the Monthly Updating of Supplies Ledger Card and PPE Ledger Card

Update the Monitoring Tools on the submission of various reports to COA, DepEd-CO and DBM

Prepare Transmittal for Monthly Submission of JEVs, Paid DVs and other reports to COA, Quarterly Financial Reports to COA, Consolidated Mid-Year and Year-End Financial Reports (All Funds)

Prepare and Submit RO-SDO Consolidated Year-End Financial Reports (Other Reports based on checklist of DepEd-CO) to COA

Prepare and Submit Consolidated ROP (All Fund Clusters) FAR 2, 2A and 5 to COA

Prepare and Submit RO-SDO Consolidated Mid-Year and Year-End Financial Reports (Other Reports based on checklist of DepEd-CO) to DepEd-CO

Prepare and Submit RO-SDO Consolidated Quarterly FAR 2, 2A and 5 to DepEd-CO

Prepare and Submit RO-SDO Consolidated Quarterly FAR 3 to DepEd-CO

Accounting Section Work Assignments 2022

LEONARDO A. CORDOVA - ACCOUNTANT II

- Prepare and Submit RO-SDO Consolidated Quarterly Status and Aging of Cash Advances to DepEd-CO
- Prepare and Submit SDO Consolidated MOOE Downloading to DepEd-CO
- Prepare and Submit SDO Consolidated SBFP to DepEd-CO
- Prepare and Submit RO-SDO Consolidated Inventory of Bank Accounts
- Prepare and Submit Other Reports requested by DepEd-CO (Reports other than FSS and FS's supporting schedules)
- Facilitate/Prepare and Submit documents for AOM, NS, ND and other Audit Concerns to COA and/or DepEd-CO (Including Monitoring Tools updating)
- Monitor the Status of Fund Transfers and Gather SOE from SDOs for RO Fund Transfers to SDOs (Special Programs)
- Prepare and Submit Annual Implementation Plan of the Finance Division to PPRD and QAD
- Prepare and Submit PMP-CSE and Non CSE attached to AIP to PPRD, QAD and BAC
- Encode Calendar of Activities of the Finance Division in the RO Google Calendar

Accounting Section Work Assignments 2022

LEONARDO A. CORDOVA - ACCOUNTANT II

Prepare and Submit Quarterly RMEA Reports to QAD

Gather MOVs for RMEA and OPCR

Review Minutes of the Meeting and Monitor the Implementation of Agreed Resolutions

Prepare IPCCR, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Develop and maintain Accounting Section's Operations Manual (for narratives)

Prepare JEVs for RELC Fund

Accounting Section Work Assignments 2022

KATHRINE RAE A. CROMIENTE - ACCOUNTANT II

Facilitate and Prepare Updates for the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI

Facilitate the conduct of coaching session (Accounting Section)

Facilitate and Prepare Updates for the Conduct of Finance Division Staff Meetings (Accounting Section)

Review and Process PR, DFR and other Related Documents (Infrastructure Claims)

Review and Process PO/Contracts (Infrastructure Claims)

Review and Process Disbursement Voucher (Infrastructure Claims)

Review and Process Liquidation Report (RA Fund)

Review and Sign DV for Claims for Utilities

Alternate Accountant III (Review and Sign PR, DFR, PO, DV, Payroll, Financial Reports and other documents)

Accounting Section Work Assignments 2022

KATHIRINE RAE A. CROMIENTE - ACCOUNTANT II

- Prepare JEVs for RA Fund Transactions (Except for PSU-Related Transactions)
- Review EFRS-Generated GL/SL for RA Fund
- Update (Monthly) Subsidiary Ledgers for RA Fund related accounts vis a vis schedules (except for PSU-related accounts)
- Review the Updated (Monthly) Supplies Ledger Card and PPE Ledger Card for RA Fund
- Generate (EFRS) and Submit JEVs and Journals (Monthly) for RA Fund to COA
- Prepare and Submit Quarterly FS and supporting schedules for RA Fund to COA
- Prepare and Submit RO-SDO Year-End FSS and supporting schedules (based on DepEd-CO checklist) for RA Fund to COA
- Prepare and Submit ROP FAR 5 for RA Fund to COA and In-charge of Consolidation
- Prepare and Submit RO-SDO Consolidated Mid-Year and Year End Financial Reports for RA Fund (based on DepEd-CO checklist) to DepEd-CO
- Prepare and Submit Reports for RA Fund requested by DepEd-CO (Reports related to FSS and FS's supporting schedules)

Accounting Section Work Assignments 2022

KATHRINE RAE A. CROMIENTE - ACCOUNTANT II

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCC, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Develop and maintain PQR's Operations Manual

Accounting Section Work Assignments 2022

ROMAR C. DIANITO - ACCOUNTANT I

Facilitate (as Program Manager) the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI

Facilitate (as Program Manager) the conduct of coaching session (Accounting Section)

Facilitate (as Program Manager) the Conduct of Finance Division Staff Meetings (Accounting Section)

Review and Process PR, DFR and other Related Documents (ESSD, SHS, SPS, PFS, Seminar Fund and Other Trust Fund)

Review and Process PO/Contracts (ESSD, SHS, SPS, PFS, Seminar Fund and Other Trust Fund)

Review and Process Disbursement Voucher (ESSD, SHS, SPS, PFS, Seminar Fund and Other Trust Fund)

Review and Process Liquidation Report (All Trust Fund)

Prepare LDDAP-ADA

Alternate Accountant III and II (Review and Sign PR, DFR, PO, DV, Payroll, Financial Reports and other documents)

Alternate signatory for signing of SDO's Payrolls

Accounting Section Work Assignments 2022

ROMAR C. DIANITO - ACCOUNTANT I

- Prepare JEVs for All Trust Fund Transactions
- Review EFRS-Generated GL/SL for All Trust Fund
- Update (Monthly) Subsidiary Ledgers for All Trust Fund related accounts vis a vis schedules (except for PSU-related accounts)
- Generate (EFRS) and Submit JEVs and Journals (Monthly) for All Trust Fund to COA
- Prepare and Submit Monthly Bank Reconciliation Statement for All Trust Fund to COA
- Prepare and Submit Quarterly FS and supporting schedules for All Trust Fund to COA
- Prepare and Submit RO-SDO Year-End FSS and supporting schedules (based on DepEd-CO checklist) for All Trust Fund to COA
- Prepare and Submit ROP FAR 2, 2A and 5 for All Trust Fund to COA and In-charge of Consolidation
- Prepare and Submit RO-SDO Consolidated Mid-Year and Year End Financial Reports for All Trust Fund (based on DepEd-CO checklist) to DepEd-CO
- Prepare and Submit Reports for All Trust Fund requested by DepEd-CO (Reports related to FSS and FS's supporting schedules)

1 March 2022

Department of Education Region VIII

Accounting Section Work Assignments 2022

ROMAR C. DIANITO - ACCOUNTANT I

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCC, IDP and other Related Documents

Participate (as Program Manager) in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Prepare Minutes of the Meeting for Finance Division's conducted activities (except for solely Budget Section's activities)

Review the Updated (Monthly) Supplies Ledger Card and PPE Ledger Card for Trust Fund

Accounting Section Work Assignments 2022

RELYNN S. ESOY - ACCOUNTANT I

- Facilitate (as Program Manager) the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI)
- Facilitate (as Program Manager) the conduct of coaching session (Accounting Section)
- Facilitate (as Program Manager) the Conduct of Finance Division Staff Meetings (Accounting Section)
- Review and Process PR, DFR and other Related Documents (QAD, CLMD, LRMDS, and Provident Fund)
- Review and Process PO/Contracts (QAD, CLMD, LRMDS, and Provident Fund)
- Review and Process Disbursement Voucher (QAD, CLMD, LRMDS, and Provident Fund)
- Review and Process Liquidation Report (Provident Fund)
- Review and Process SDO Provident Loan Application
- Alternate Accountant III and II (Review and Sign PR, DFR, PO, DV, Payroll, Financial Reports and other documents)
- Alternate signatory for signing of SDO's Payrolls

Accounting Section Work Assignments 2022

REVLYN S. SOY - ACCOUNTANT I

Prepare JEVs for Provident Fund Transactions

Review EFRS-Generated GL/SL for Provident Fund

Update (Monthly) Subsidiary Ledgers for Provident Fund related accounts vis a vis schedules

Generate (EFRS) and Submit JEVs and Journals (Monthly) for Provident Fund to COA

Prepare and Submit Monthly Bank Reconciliation Statement for Provident Fund to COA

Prepare and Submit Quarterly FS and supporting schedules for Provident Fund to COA

Prepare and Submit RO-SDO Year-End FSS and supporting schedules (based on DepEd-CO checklist) for Provident Fund to COA

Prepare and Submit ROP FAR 2, 2A and 5 for Provident Fund to COA and In-charge of Consolidation

Prepare and Submit RO-SDO Consolidated Mid-Year and Year End Financial Reports for Provident Fund (based on DepEd-CO checklist) to DepEd-CO

Prepare and Submit Reports for Provident Fund requested by DepEd-CO (Reports related to FSS and FS's supporting schedules)

Accounting Section Work Assignments 2022

REVLYN S. ESoy - ACCOUNTANT I

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCC, IDP and other Related Documents

Participate (as Program Manager) in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Review the Updated (Monthly) Supplies Ledger Card and PPE Ledger Card for Provident Fund

Develop and Maintain Accounting Section's Operations Manual (Process Flow Chart)

Accounting Section Work Assignments 2022

REY NINO S. LEE - ACCOUNTANT I

Facilitate (as Program Manager) the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI

Facilitate (as Program Manager) the conduct of coaching session (Accounting Section)

Facilitate (as Program Manager) the Conduct of Finance Division Staff Meetings (Accounting Section)

Review and Process PR, DFR and other Related Documents (HRDD)

Review and Process PO/Contracts (HRDD)

Review and Process Disbursement Voucher (HRDD)

Review and Process Liquidation Report

Alternate Accountant III and II (Review and Sign PR, DFR, PO, DV, Payroll, Financial Reports and other documents)

Sign SDO's Payrolls (Regular Salary and Other Personnel Benefits

Prepare and Submit Online filing of taxes (TRA and Non-TRA), Updated Monthly Alphalist, BIR Forms 1604CF, 2316)

Accounting Section Work Assignments 2022

REY NINO S. LEE - ACCOUNTANT I

Prepare JEVs for PSU-related Fund Transactions

Review EFRS-Generated GL/SL for PSU-related Fund

Update (Monthly) Subsidiary Ledgers for PSU-related Fund related accounts vis a vis schedules

Generate (EFRS) and Submit JEVs and Journals (Monthly) for PSU-Related Fund to COA

Prepare and Submit Monthly Bank Reconciliation Statement for PSU-Related Fund to COA

Prepare and Submit Quarterly FS and supporting schedules for PSU-Related Fund to COA

Prepare and Submit RO-SDO Year-End FSs supporting schedules (based on DepEd-CO checklist) for PSU-Related Fund to COA

Monitor Status of Fund Transfers for PSU-Related Transactions and Prepare reports

Prepare and Submit RO-SDO Consolidated Mid-Year and Year End Financial Reports for PSU-Related Fund (based on DepEd-CO checklist) to DepEd-CO

Prepare and Submit Reports for PSU-Related Fund requested by DepEd-CO (Reports related to FSs and FS's supporting schedules)

Accounting Section Work Assignments 2022

REY NINO S. LEE - ACCOUNTANT I

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCC, IDP and other Related Documents

Participate (as Program Manager) in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Develop and Maintain Accounting Section's Operations Manual (Checklist)

Prepare Certification of PI Remittances for SDOs

Accounting Section Work Assignments 2022

ADAS III

Review and Process PR, DFR and other Related Documents (Administrative Division, Personnel Section including RPSU, Records Section, GSU, and RELC Fund) c/o Cordova, Lee, and Dianito

Review and Process PO/Contracts (Administrative Division, Personnel Section including RPSU, Records Section, GSU, and RELC Fund) c/o Cordova, Lee, and Dianito

Review and Process Disbursement Voucher (Administrative Division, Personnel Section including RPSU, Records Section, GSU, and RELC Fund) c/o Cordova, Lee, and Dianito

Review and Process Liquidation Report (RELC Fund) c/o Cordova

Alternate Preparer of LDDAP-ADA

Prepare PR, DFR, PO and other procurement-related documents for procurement of supplies and equipment for Finance Division c/o Ecot

Prepare DV and supporting documents for procurement of supplies and equipment for Finance Division c/o Ecot

Prepare documents for procurement of petty expenses c/o Ecot

Encode Monthly ROP FAR 4 in the DBM-URS c/o Cordova

Encode Quarterly ROP FAR 2, 2A and 5 and Annual FAR 3 in the DBM-URS c/o Cordova

Accounting Section Work Assignments 2022

ADAS III

Review EFRS-Generated GL/SL for RELC Fund c/o Cordova

Update (Monthly) Subsidiary Ledgers for RELC Fund related accounts vis a vis schedules c/o Cordova

Generate (EFRS) and Submit JEVs and Journals (Monthly) for RELC Fund to COA c/o Cordova

Prepare and Submit Quarterly FS and supporting schedules for RELC Fund to COA c/o Cordova

Prepare and Submit RO-SDO Year-End FSS and supporting schedules (based on DepEd-CO checklist) for RELC Fund to COA c/o Cordova

Prepare and Submit ROP FAR 2, 2A and 5 for RELC Fund to COA and In-charge of Consolidation c/o Cordova

Prepare and Submit RO-SDO Consolidated Mid-Year and Year End Financial Reports for RELC Fund (based on DepEd-CO checklist) to DepEd-CO c/o Cordova

Prepare and Submit Reports for RELC Fund requested by DepEd-CO (Reports related to FSS and FS's supporting schedules)

Accounting Section Work Assignments 2022

ADAS III

Gather and Submit MOVs to RMEA and OP-CR In-charge (MOVs assigned by the In-charge)

Prepare IPCC, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Review the Updated (Monthly) Supplies Ledger Card and PPE Ledger Card for RELC Fund

In-charge in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Accounting Section Work Assignments 2022

ADAS V

Facilitate (as Procurement Manager) the Conduct of Conferences (FGC, Mid-Year and Year-End Regional Seminar-Workshop, Updating of AAPSI)

Facilitate (as Procurement Manager) the conduct of coaching session (Accounting Section)

Facilitate (as Procurement Manager) the Conduct of Finance Division Staff Meetings (Accounting Section)

Review and Process PR, DFR and other Related Documents (ORD, Legal Unit, PAU, ICTU, OARD, BAC, Travel Claims of FD, AMS and Cash Section) c/o Esoy

Review and Process PO/Contracts (ORD, Legal Unit, PAU, ICTU, OARD, BAC, Travel Claims of FD, AMS and Cash Section) c/o Esoy

Review and Process Disbursement Voucher (ORD, Legal Unit, PAU, ICTU, OARD, BAC, Travel Claims of FD, AMS and Cash Section) c/o Esoy

Prepare DVs for various payroll deductions for remittance c/o Sumapig

Prepare PR, DFR, PO and other procurement-related documents for procurement of training-related expenses for Finance Division c/o Ecot

Prepare DV and supporting documents for procurement of training-related expenses for Finance Division c/o Ecot

Accounting Section Work Assignments 2022

ADAS V

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCR, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Participate in the provision of TA to SDOs thru RFTACT (alternate Finance Division RFTACT Member)

Assist in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Accounting Section Work Assignments 2022

EDSEL P. DOLO - COS Employee

- Review and Process PR, DFR and other Related Documents (FTAD)**
- Review and Process PO/Contracts (FTAD)**
- Review and Process Disbursement Voucher (FTAD)**
- Maintain Monthly GL/SL for RA Fund**
- Update Monthly Supplies Ledger Card and PPE Ledger Card (All Funds)**
- Prepare JEVs and supporting documents for adjustments related to Inventory – Supplies and PPE**
- Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)**
- Prepare IPCR, IDP and other Related Documents**
- Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division**
- Prepare DTR, SALN, PDS and other documents required by the Administrative Division**

Accounting Section Work Assignments 2022

EDSEL P. DOLO - COS Employee

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Assist In-charge in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Participate in the conduct of coaching session

Participate in the Conduct of Finance Division Staff Meetings

Accounting Section Work Assignments 2022

VON JOVEN C. MENGULLO - COS Employee

Review and Process PR, DFR and other Related Documents (Finance Division)

Review and Process PO/Contracts (Finance Division)

Review and Process Disbursement Voucher (Finance Division)

Scan, File and Submit Financial Reports, Paid DVs, Journals and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies (All Funds)

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCR, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

In-charge in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Accounting Section Work Assignments 2022

VON JOVEN C. MENGULLO - COS Employee

Participate in the conduct of coaching session

Participate in the Conduct of Finance Division Staff Meetings

Prepare and Submit Monthly Bank Reconciliation Statement for RELC Fund and MDS-PSMOOE Account to COA

Accounting Section Work Assignments 2022

LUCIO P. AMADORE – COS Employee

Review and Process PR, DFR and other Related Documents (PPRD, Travel Claims AMS and Cash Section)

Review and Process PO/Contracts (PPRD, Travel Claims AMS and Cash Section)

Review and Process Disbursement Voucher and Liquidation Report (PPRD, Travel Claims AMS and Cash Section)

Prepare and Submit Monthly Bank Reconciliation Statements for PSU-Net Pay to COA

Gather and Submit MOVs to RMEA and OPCR In-charge (MOVs assigned by the In-charge)

Prepare IPCR, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

In-charge in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Accounting Section Work Assignments 2022

MARY BETH D. TOLIBAS - ADAS I

Participate in the conduct of coaching session

Participate in the Conduct of Finance Division Staff Meetings

In-charge in the releasing of Accounting Section's reports and other documents

File Transmittal Letter and other communication letters of the Accounting Section

Gather and Submit MOVs to RMEA and OPCR In-charge (MOV's assigned by the In-charge)

Prepare IPCCR, IDP and other Related Documents

Participate in the Conduct of Quarterly IMEA cum Internal ISO Activities of the Finance Division

Prepare DTR, SALN, PDS and other documents required by the Administrative Division

Attend National, Regional and Local Trainings, Workshops, Conferences, CB Activities

Assist In-charge in archiving Accounting Section's Financial Reports and other documents submitted to COA, DepEd-CO, DBM and other oversight agencies

Assist In-charge in retrieving documents for AOM, NS, ND and other Audit Concerns

Accounting Section Work Assignments 2022

MARY BETH D. TOLIBAS - ADAS I

Maintain orderliness and cleanliness of Bodega/Supplies Stock Room

Serve as Property Custodian

Maintain Bulletin Board for Procurement

TASK/ACTIVITY		BUDGET SECTION - WORK ASSIGNMENT				
		Gary Jay N. Callpayan	Ronafé A. Dolio	Robert B. Ecot	Annalee C. Escobarte	Reynaldo U. Sumapig
KRA 1 Financial Management						
Ensured that the Schools Division Offices and Implementing Units are utilizing the Enhanced Budget Monitoring System (EBMS).	Responsible person in doing the main task/activity	Assist	Assist	Assist		
KRA 2 Budget Preparation						
Prepared plans and budget for ensuring Budget Year of DepEd Region VIII	Responsible person in doing the main task/activity	Assist	Assist	Assist		
Prepared, consolidated and submitted Budget Proposal for Non-Interface Personnel Services (PS) Items to DepEd CO-Budget Division	Reviewer	Responsible person in doing the main task/activity	Alternate	Assist		
Encoded the approved DepEd RO8 Budget Proposal to the Online Submission of Budget Proposal System (OSBPS) of DBM	Reviewer	Responsible person in doing the main task/activity	Alternate	Assist		
KRA 3 Mobilization and Utilization of Financial Resources						
Processed Purchase Request, Activity Request and Authority to Conduct	Responsible person in doing the main task/activity	Alternate Processor	Alternate Processor	Alternate Processor		
Verified and Approved Activity Request / Authority to Conduct (AR/ATC)	Main Reviewer	Alternate Reviewer	Alternate Processor	Alternate Processor	Responsible person in doing the main task/activity	
Obligated Purchase Order, Contracts, and Other Various Claims (Regular Fund)	Main Reviewer	Alternate Reviewer	Responsible person in doing the main task/activity	Alternate Processor		
Processed Claims charge to Off-Budgetary Funds	Main Reviewer	Alternate Reviewer	Alternate Processor	Alternate Processor	Responsible person in doing the main task/activity	

	Prepared and uploaded Sub-Allotment Release Order (Sub-ARO) to the Google Shared Drive	Main Reviewer	Preparer of Sub-ARO	Alternate Preparer of Sub-ARO / Reviewer of Request for Sub-ARO	Uploader of approved Sub-ARO to Google Shared Drive / Reviewer of Request for Sub-ARO	Reviewer of Request for Sub-ARO
	Posted disbursement details of paid DV's per RCI and PADAI for various obligation entries into the BMS Facility	Main Reviewer	Alternate Reviewer	Responsible person in doing the main task/activity	Alternate	
	Posted Sub-AROs and SAROs received from DBM and DepEd-CO for the Regional Office Proper into the BMS Facility	Main Reviewer	Responsible person in doing the main task/activity	Alternate	Assist	
KRA 4 Budget Accountability and Reports						
	Prepared and submitted the Regional Mid-Year and Year-end Budgetary Reports	Main Reviewer	Responsible person in doing the main task/activity	Alternate	Assist	
	Prepared, consolidated and submitted the Monthly and Quarterly Budgetary Reports to DepEd CO- Budget Division, COA and DBM	Main Reviewer	Responsible person in doing the main task/activity	Alternate	Assist	
	Monitored and reviewed the monthly and quarterly Budgetary Reports of assigned Schools Division Offices	Main Reviewer	Responsible person in doing the main task/activity	Assist	Responsible person in doing the main task/activity	
	Facilitated the online encoding and submission of Financial Accountability Reports (FARs No. 1, 1A and 1B) of DepEd-RO 8 into the Unified Reporting System (URS)	Main Reviewer	Responsible person in doing the main task/activity	Alternate		
	Prepared and encoded the Budget Execution Documents (BEDs) 1 & 3 NEP and GAA Level of DepEd Regional Office VIII through the URS	Main Reviewer	Responsible person in doing the main task/activity	Alternate		
	Prepared the Agency Performance Review Report (APRR) of DepEd Region VIII	Main Reviewer	Responsible person in doing the main task/activity	Alternate		
	Prepared and submitted the quarterly status of financial utilization of DepEd Region VIII to Quality Assurance Division	Main Reviewer	Responsible person in doing the main task/activity	Alternate		
	Monitored and updated the online shared file on the Status of Sub-ARO Utilization (BE-LCP, Gabaldon, BEFF, FLO etc.) and submitted signed copy to DepEd Central Office	Main Reviewer	Responsible person in doing the main task/activity	Alternate		

	Monitored and updated the online shared file on the Summary of Expenditures of BE-LCP Funds	Responsible person in doing the main task/activity	Alternate	Assist		
	Monitored submission of approved copy of Award, Contract and Notice to Proceed charge to BE-LCP Fund	Responsible person in doing the main task/activity	Alternate	Assist		
	Prepared other Budgetary Reports for Management Use	Main Reviewer	Responsible person in doing the main task/activity	Alternate		
	Record Sub-AROs & NCAs from RO, CO and DBM utilizing the Sub-ARO LogSheet				Responsible person in doing the main task/activity	
	Photocopy and file Special Allotment Release Order (SAROs) received from DBM				Responsible person in doing the main task/activity	
	Submit to COA photocopies of Sub-AROs received from DePED-CO				Responsible person in doing the main task/activity	
	Update the online Sub-ARO Preparation Monitoring Tool				Responsible person in doing the main task/activity	