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

November 3, 2022

REGIONAL MEMORANDUM

No. **1233**, s. 2022

**CONDUCT OF RO-SDO FINANCE GROUP INTERFACING
ACTIVITY WITH LEYTE DIVISION**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of an Interfacing Activity with the Finance Personnel of the Regional Office and Leyte Division on November 10-11, 2022.
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 downloaded 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. The participants to this interfacing activity are the following:
 - a. SDO – SDS/ASDS
SDO Program Coordinators
Division Accountant 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

4. The concerned SDO shall identify the venue and undertake the necessary preparations appropriate for the activity. Expenses of the RO and SDO participants relative to their participation in the activity shall be charged to the SDO MOOE, while the travel and other expenses of the IU participants shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.

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

6. 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