



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



DIVISION MEMORANDUM

No. 373, s. 2017

To: **ALL DISTRICT SENIOR BOOKKEEPERS**

From: *Wilfreda D. Bongalos*
WILFREDA D. BONGALOS, PhD
Schools Division Superintendent

OIC- Date: July 28, 2017

Subject: **Third Quarterly Meeting for FY 2017**

Please be informed that we will have our quarterly meeting for all district bookkeepers this coming Tuesday, August 1, 2017. Venue to be disseminated later.

Kindly prepare your reports/updates on the following matters:

1. Introduction and Orientation of New District Bookkeepers
2. Status of Liquidation on MOOE and Other Cash Advances
3. Travel claim and Travel rates

Other relevant matters will also be discussed.

Registration of participants will start at 8:30 A.M. Lunch and snacks will be served.

Food and accommodation expenses of the activity are chargeable to Division MOOE funds while Travelling expenses incurred by District Bookkeepers shall be charged to local funds/district MOOE subject to the usual accounting and auditing rules and regulations.