



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF BOHOL
City of Tagbilaran

Division Memorandum
No. 365, s. 2019

To : Senior Bookkeepers of 54 Implementing Units

Date : August 8, 2019

Subject : **MID-YEAR ASSESSMENT AND PERFORMANCE REVIEW**

1. To the desire of this Office to comply with existing policies, rules and regulations, it is timely and relevant that the 54 Implementing Units (Secondary Schools with Financial Autonomy) of this Division shall come together to discuss and assess the mid-year that has been. This is a time for us to revisit our respective duties and responsibilities and assess how we performed for the first two (2) quarters of the year. Moreover, issues and concerns to better improve our services will be discussed. This is also aimed to ensure uniform understanding and application of rules and processes in Financial Management Operations, as prescribed by governing regulations for all financial transactions at all levels of the Department.
2. In view hereof, all **Senior Bookkeepers of 54 Implementing Units (IU)** are directed to attend the two (2) day live-in seminar/meeting from **August 13-14, 2019 at Bohol Bee Farm, Dao, Dausis**. First meal will be AM snacks of August 13 and Breakfast is the last meal on August 15, 2019.
3. No registration fee shall be collected from each participant. Meanwhile, travelling and other incidental expenses of the participants from their respective station to the venue, vice versa, is chargeable against School MOOE funds subject to usual accounting and COA rules and regulations.
4. Registration of participants and serving of snacks will start at 8:00 am. The opening program will immediately follow after the registration. All participants are enjoined to come to the venue on or before the time and shall, by no means, be doing activities other than attending and participating in the said activity.
5. Full attendance of the participants is desired. Those personnel whose name was included in the list but failed to attend the said activity shall pay his/her share in the cost of the venue and meals using his/her personal money and shall explain in writing. Furthermore, a list of participants is hereto attached.
6. This memorandum shall serve as your **TRAVEL ORDER**.

Immediate and wide dissemination of this memorandum is hereby directed.


NIMFA D. BONGO, Ed.D., CESO V
Schools Division Superintendent 