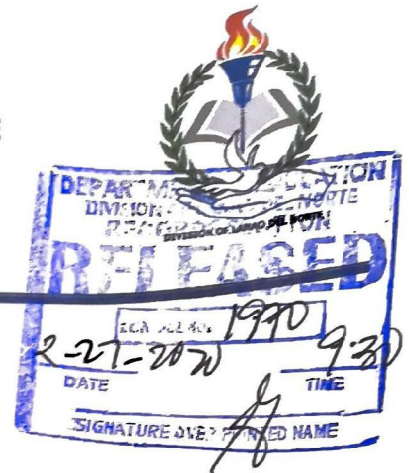





Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



DIVISION MEMORANDUM

NO. 89 S. 2020

TO : **NON-IUs Senior Bookkeepers**
NON-IUs Disbursing Officers
All Accounting Unit Staff
This Division

FROM :  **EDILBERTO L. OPLENARIA, CESO V**
Schools Division Superintendent

SUBJECT : **1ST QUARTER-2020 ACCOUNTING UNIT STAFF, SENIOR BOOKKEEPERS
& DISBURSING OFFICERS CONFERENCE**

DATE : **February 24, 2020**

1. This is with reference to the pre-audit procedure that covers the receipt of School Liquidation Report and its supporting documents pursuant to **COA Circular 2012-01** dated June 14, 2012 entitled **Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions**, and in order to address financial related issues and concerns of this Division;
2. The Accounting Unit will conduct its **1st Quarter-2020 Conference** with the Non-Implementing Unit **Field Senior Bookkeepers, Disbursing Officers** and **all Accounting Unit Staff** of this division on **March 3, 2020 (Tuesday)** at **2nd Floor, Division Office-Old Building** at **8:00 am to 4:00 pm**;
3. The above-mentioned conference also aims to orient the field Senior Bookkeepers and Disbursing Officers in the implementation of the newly-installed **Document Tracking System** in the Division.

#GO100



Management
System
ISO 9001:2015
www.tuv.com
ID: 0100000000





Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



4. Travel and incidental expenses of the participants shall be charged to school funds while snacks will be charged to Division fund subject to the usual accounting and auditing policies, rules, and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

