



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

December 1, 2020

DIVISION MEMORANDUM

No. 619

CONSULTATIVE CONFERENCE ON DEPED-BOHOL
SCHOOL'S OPERATION MANUAL ON FINANCIAL MANAGEMENT
& ENHANCEMENT SESSIONS ON WORK-LIFE BALANCE IN THE NEW NORMAL

To: Assistant Schools Division Superintendents
OIC - Chief CID
Chief - SGOD
Public Schools District Supervisors
Elementary/Secondary Principals/School Heads
Senior Bookkeepers and Disbursing Officers
All Others Concerned

1. The DepEd recognizes the importance of continuous professional development of its financial management staff as agents of change and financial reform. To better equip our school personnel and to address financial management issues and concerns, DepEd Bohol sees the need for a customized handbook for school's operation on financial management to iron out differences as to application of various guidelines and issuances. The handbook shall establish a uniform and standard interpretation and implementation of financial management practice in all schools in the Division that conforms to existing government standards, principles, rules and regulations as provided for by the Commission on Audit, the Department of Budget and Management (DBM) and other regulatory bodies as well as latest DepEd issuances and policies.

Work-life balance is important aspect in maintaining rhythm between personal life and professional life. With this, it is very timely that our finance workforce in this Division (DO Finance and field personnel) to have enhancement sessions on Work-Life Balance in the new normal.

2. The two-day (2) live-in consultative conference and enhancement sessions, which shall be done by batches (3 batches), will be on: (venue to be announced soon)

Batch	Participants	Schedule
1	CD 1 Non-IUs Bookkeepers and Disbursing Officers; Division Office Finance Personnel	December 15-16, 2020
2	CD 2 Non-IUs Bookkeepers and Disbursing Officers	December 16-17, 2020
3	CD 3 Non-IUs Bookkeepers and Disbursing Officers	December 17-18, 2020

The participants are expected to be on time and to strictly adhere to the assigned schedule. Observing safety precautionary protocols against COVID-19 is our topmost priority. Thus, the participants must coordinate with their designated CD-Finance Coordinator with regards to health conditions and special considerations ahead of time.

3. No registration fee shall be collected from each participant. Expenses for function hall, accommodation, meals and snacks for the live-in activities shall chargeable against Division GAD fund. Meanwhile, travel



expense reimbursement and applicable Daily Travel Expense (DTE) of the participants is chargeable against MOOE fund subject to the provision of DM No. 616, s.2018. Furthermore, facilitators' claim for travel and DTE shall be charged against Division MOOE fund subject to the usual COA rules and regulations. This memorandum shall serve as your **travel authority**.

4. The electronic copy of the DepEd Bohol School's Operation Manual on Financial Management will be sent to all field finance personnel days ahead of the consultative meeting. Should you have questions, issues and concerns pertaining to the manual, the discussion proper will be on the day of the consultative meeting.
5. Immediate and wide dissemination of this memorandum is hereby desired.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 