



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

**Office of the Schools Division
Superintendent**

May 7, 2021

DIVISION MEMORANDUM

No. 276 s. 2021

**EVALUATION & ASSESSMENT OF THE FACE-TO-FACE ROLL OUT AND PRE-WORK FOR THE VIRTUAL ROLL-OUT
OF THE SCHOOL OPERATIONS MANUAL ON FINANCIAL MANAGEMENT**

To: Assistant Schools Division Superintendents
Selected SDO Personnel
Public Schools District Supervisors
Public Elementary & Secondary Principals/School Heads
Selected ICT Coordinators
Selected District Senior Bookkeepers
All Others Concerned

1. In the aim to deliver quality financial services, the SDO Bohol Finance Services Unit has crafted the School Operations Manual on Financial Management which aims to create common understanding and uniformity in the implementation of the applicable inter-agency financial guidelines, set internal policies in compliance to various guidelines set by various governing bodies, streamline processes that shall tailor-fit the need of the school but in accordance with laws and regulations, strengthen financial management reforms and promote good governance in the effective and efficient utilization of funds. The Face-to-face Roll-Out Seminar whose target participants are the District Bookkeepers and Implementing Units Financial Staff took place on April 5-6, 7-8, 12-13, 14-16, 2021.
2. Due to present state of our province on the COVID-19 pandemic, the Roll-Out for all School Heads, Bids and Awards Committee, Disbursing Officers and Property Custodians shall be held virtual mode.
3. In view of this, the Knowing the Essentials in the Timely Accurate Disbursement and Accountability (KWENTADA) Team and selected SDO personnel shall convene to evaluate the face-to-face roll-out and prepare for the virtual roll-out. This activity shall include among others the following: enhancement of power point presentations, rehearsal of speakers, video recording and editing.
4. The list of participants in Annex A shall proceed to Bellevue Resort, Doljo, Panglao, Bohol on May 11-13, 2021 for the live-in activity.
5. Travel expense reimbursements including applicable Daily Travel Expense (DTE) of the participants will be charged against GASS MOOE subject to COA rules and regulations.
6. Immediate and wide dissemination of this memorandum is hereby directed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent



ANNEX A**DM No. 276 s. 2021****LIST OF PARTICIPANTS**

NAME	DESIGNATION
DR. BIANITO A. DAGATAN	Schools Division Superintendent
LOPE S. HUBAC	Education Program Supervisor
MA. VICTORIA M. JASPE	Administrative Officer V
RALF RENZ RAPIRAP	Administrative Assistant III
JEROME G. CAPUNO	Administrative Assistant III
MARIA LOURDES ESTALLO	Administrative Assistant III
SAMANTHA VILLALONGJA	Administrative Assistant III
ALEIDA CAGA-ANAN	Administrative Assistant III
CHARLIE ESPINO	Administrative Assistant III
MICHELLE BACTASA	Administrative Assistant III
ALMA ESPINA	Administrative Assistant III
JOHNARI VISAYA	Administrative Assistant III
MARIA RIYAH A. LAGURA	Administrative Assistant III
GUY G. ARANJUEZ	Legal Assistant II
LEO CAPUNO	Administrative Aide I
ENGR. DINAH FLORENCE B. TALAN	ITO III
RONALD BONIAO	Principal I –ICT Coordinator Lila District
LENJUN VINCENT BOISER	Teacher I/Videographer
MA. PAMELA M. BONGCAYO	Nurse II
SALVE REGINA VIGONTE	Nurse II