



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

Office of the Schools Division
Superintendent

October 25, 2021

DIVISION MEMORANDUM
No. 935 s. 2021

**VIRTUAL WORKSHOP ON THE PREPARATION OF NON-IMPLEMENTING UNITS'
BANK RECONCILIATION STATEMENT PER DEPED ORDER NO. 029, s.2019**

To: Assistant Schools Division Superintendents
OIC – Chief CID
Chief – SGOD
Public Schools District Supervisors
School Heads
District Bookkeepers (Non-Implementing Units)
SDO Accounting Unit
All Others Concerned

1. Pursuant to DepEd Order No. 029, series of 2019 dated October 17, 2019, the DepEd issued the procedural guidelines relative to the issuance of the Commission on Audit (COA), Department of Budget and Management (DBM) and the DepEd Joint Circular No. 2019-1 dated February 4, 2019 entitled **Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds**. These guidelines aim to provide procedures for the implementation of the provisions of the said Joint Circular on the proper monitoring, recording, and accounting of financial transactions of all Non-IUs operating without a complete set of book of accounts resulting in the effective and efficient management of their cash advances.
2. In this connection, the Schools Division of Bohol is committed to promote stronger financial accountability and improve the management of cash advances granted to the School Heads of Non-IUs for school operations per DepEd Order No. 029 s.2019 which entails in it the submission of monthly **Bank Reconciliation Statement** to be prepared by the District Bookkeeper. Therefore, to capacitate the District Bookkeepers in this implementation, a virtual workshop on the preparation of Bank Reconciliation Statement is directed to all Non-Implementing Unit's **District Bookkeepers on November 3-5, 2021 from 9am to 5pm via MS Teams**. The registration link is: <https://tinyurl.com/BANKRECON-WORKSHOP>



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Day	Activities	Output
1	Re-orientation on the functions of District Bookkeepers in the implementation of DepEd Order No. 029, s.2019	
	Overview on Bank Reconciliation	
	Procedural Guidelines of Bank Reconciliation	
	Application: Preparation of Bank Reconciliation Statement	
2	Workshop proper	Bank Reconciliation Statement
3	Discussion and reporting on the submitted outputs.	

For smooth and uninterrupted attendance in the online workshop, participants shall observe the following:

1. Secure a stable internet connection.
 2. Use of laptop or desktop computer with headset/headphones is recommended for a better audiovisual experience.
 3. Smartphone/tablet will be on standby mode and used as a backup in case of technical problems.
 4. The MS Teams online platform will be used for the whole duration of the virtual workshop. Participants are responsible for familiarizing themselves with the basic MS Teams facility.
 5. All communication regarding the virtual workshop shall be directed thru the registered email address, call/ text, and thru the dedicated FB Messenger group chat.
3. Attendance to this virtual workshop is mandatory and shall be monitored by the SDO Accounting Unit. An eCertificate of Participation/Completion will be given only to participants who successfully complete the virtual workshop and comply with all the requirements/outputs. The participant shall attend all the sessions and comply with the requirements and deadlines to get the eCertificate of Participation/Completion. Participants are advised to join 15 minutes before the scheduled time and make sure to have a strong and stable internet connection in view of this activity.
4. Expenses to be incurred by SDO Finance for this activity shall be charged against elementary continuing appropriations while communication expense of the District Bookkeepers on work from home set-up shall adhere to the latest guidelines as provided for in DepEd Order No. 35, s. 2021 in compliance with DBM Circular No. 2021-7 chargeable against school MOOE subject to budgeting, accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is hereby directed.


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 Schools Division Superintendent 



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