



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools
 Division Superintendent**

December 12, 2023

DIVISION MEMORANDUM
 No. 0541, s. 2023

SDO BOHOL BOOKKEEPERS' FORUM

To: All Senior Bookkeepers
 All Others Concerned

1. The Office of the Schools Division Superintendent through the Finance Services Division hereby calls on all senior bookkeepers of Implementing and Non-Implementing Units for both elementary and secondary schools to a one-day **Senior Bookkeepers' Forum**.

Participants	Date	Venue
ADAS 3 of CD 2 and CD 3	December 15, 2023 (Friday) – 8:00 am to 5:00pm	SDO Bohol Conference Room
ADAS 3 of CD 1, 62 Current IUs and 3 New IUs for FY 2024	December 19, 2023 (Tuesday) – 8:00 am to 5:00pm	SDO Bohol Conference Room

2. This forum aims to provide technical assistance and relevant information on financial matters, especially for the fiscal year 2024.
3. The registration fee for this activity shall be charged to the collection from the additional MOOE. Travel expenses of Non-IUs Bookkeepers shall be charged to the SDO Proper MOOE while travel expenses and applicable DTE for IUs Bookkeepers shall be charged to the School MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
4. Attendance at this activity is mandatory. The activity will start on time. Kindly come early. Breakfast will be served.
5. For information, guidance, and compliance.

EVANGEL M. LUMINARIAS Ph.D., CESO V
 Schools Division Superintendent

OSDs/Finance Service/Budget Unit/mvmj



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