



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

**Office of the Schools Division
Superintendent**

December 12, 2023

OFFICE MEMORANDUM

OSDS -2023- 38

To: Division Accountant
Division Budget Officer
All SDO Proper Finance Staff

**PRE-WORK FOR THE WORKSHOP ON THE PREPARATION OF FY 2024
SCHOOL OPERATING BUDGET AND SENIOR BOOKKEEPERS' & DISBURSING
OFFICERS' FORUM**

1. In preparation for the series of workshop and for a that the Finance Services will facilitate, all personnel of the Office of the Schools Division Superintendent under the Finance Services Division is hereby directed to attend the **Pre-work activities for the Workshop on the Preparation of FY 2024 and Senior Bookkeepers' and Disbursing Officers' Forum** on Thursday, December 14, 2023, at the SDO Bohol Conference Room from 8:00 am to 5:00 pm.
2. The activity aims to achieve workshop effectiveness and to promote proper delegation of tasks.
3. Expenses relative to this activity shall be charged to the Additional MOOE from Central Office.
4. For information, guidance, and compliance.

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

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