



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 14, 2020

DIVISION LETTER

No. 046, s. 2020

To: School Head - Elementary Schools Non-Implementing Units
School Head - Secondary Schools with Non-Fiscal Autonomy

Please be informed that there will be a meeting of all School Heads for both Elementary and Secondary Schools with non-fiscal Autonomy on February 18-19, 2020 at SDO Bulacan 3rd floor Conference Hall.

February 18, 2020 (Tuesday)

9:00 AM to 12:00 NN – EDDIS II

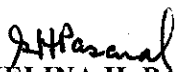
2:00 PM to 5:00 PM – EDDIS III

February 19, 2020 (Wednesday)

9:00 AM to 12:00 NN – EDDIS IV

Agenda:

1. Discussion regarding the Audit Observation Memorandum (AOM) No. 2020-001-001 (2019) dated February 6, 2020 for the immediate and strict compliance of recommendations.
2. Submission of mandatory supporting documents on various disbursements to establish the validity and propriety of the transactions and payments made.
3. Requiring the bookkeeper to ensure the completion of mandatory supporting documents before payment is made to substantiate the regularity of the claims.
4. Discussion regarding DepEd Order No. 29, s.2019, opening of new bank accounts and closing of old bank accounts.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Reference:

AOM No. 2020-001-001 (2019)

January 6, 2020



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