



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

February 4, 2020

DIVISION LETTER

No. 072, s. 2020

To: Administrative Assistant III (ADAS III) – Secondary Schools with Fiscal Autonomy
Administrative Assistant III (ADAS III) – Elementary Schools

Please be informed that there will be a meeting of all Administrative Assistant (ADAS III) for both Elementary and Secondary Schools with fiscal Autonomy on Thursday, February 6, 2020 at SDO Bulacan 3rd floor Conference Hall.

9:00 AM to 12:00 NN – ADAS III of Secondary Schools with Fiscal Autonomy

1:00PM to 5:00PM – ADAS III of Elementary Bookkeepers of Non-Implementing Units

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 recommendation.
2. Transferring of MOOE disbursement and obligations of Senior High School Funds to Junior High School Administrative Assistant III effective January 2020.
3. Submission of mandatory supporting documents on various disbursements to establish the validity and propriety of the transaction and payments made.
4. Requiring the bookkeeper to ensure the completion of mandatory supporting documents before payment is made to substantiate the regularity of the claims.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent 

Reference:

AOM No. 2020-001-001 (2019)

January 6, 2020

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