



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

DIVISION MEMORANDUM
No. 438 s. 2023

To : Public Schools District Supervisors
Elementary School Principals/OICs
Elementary Administrative Officers II
Elementary Administrative Assistants III
All Others Concerned

1. Relative to the numerous queries received by this Office regarding the actual duties and responsibilities of the Administrative Assistant III (Senior Bookkeeper) assigned in the elementary, please be informed of the following duties and responsibilities as per Memorandum DM-OUFDA-2019.0005:
 - a. Pre-audit financial documents such as disbursement vouchers, liquidation reports, canteen report, MOOE downloading etc and check liquidation reports submitted by the AOs
 - b. Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school
 - c. Maintain school's subsidiary ledgers related to cash advances
 - d. Assist the school head in the preparation of liquidation of cash advances
 - e. Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances.
 - f. Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims.
 - g. Submit weekly schedule of field work with Accomplishment Report to the Division Accountant
 - h. Perform other related bookkeeping and accounting tasks as may be
2. Furthermore, this supersedes the re-clustering of school assignments issued on October 7, 2019. Therefore, Administrative Assistants (Bookkeeper) shall report to their original District assignments effective immediately.
3. Please be guided accordingly.


NORMA B. ESTEBAN, EdD, CESO V
Schools Division Superintendent

October 9, 2023
HR/Finance



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