



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

DIVISION MEMORANDUM

No. 461, s. 2023

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Elementary School Heads  
All Others Concerned

**FOCUSED GROUP DISCUSSION OF DISTRICT BOOKKEEPERS IN  
RELATION TO UPDATES ON FINANCIAL MATTERS**

1. As part of the Implementation of Project MACE (M-entoring, A-dopting, C-apacity Building, E-mpowering), please be informed that there will be a meeting of all Elementary District Bookkeepers at the Conference Hall on October 27, 2023, at 10:30am to 12:00pm.
2. The purpose of this meeting is to discuss the issues concerning liquidation and other financial management processes specifically the following:
  - Common Errors Observed / (Audit)
  - Common Issues & Concerns
  - Sharing of Best/Practices/Challenges
  - Output – Quality Control Process
3. 100% attendance of all concerned is required.
4. Food (snacks) and other related expenses of the activity shall be charged against the SDO MOOE Funds.
5. This Memorandum serves as Travel Authority of the participants.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent 4

Accounting Unit  
October 26, 2023