



**DIVISION MEMORANDUM**

No. 75 s. 2018

DEP-ED-NUEVA ECIIJA  
**RELEASED**  
APR 17 2018

RECORDS SECTION

TO : **Secondary School Principals with Fiscal Autonomy  
School Accountant/s  
Division Office Personnel  
Administrative Assistant III  
And all other concern**

FROM : **RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

SUBJECT : **MEETING, REVIEW AND EVALUATION ON SUBMITTED  
FIRST QUARTER FINANCIAL REPORTS  
OF ACCOUNTANT & ACCOUNTANTS/BOOKKEEPERS**

DATE : April 13, 2018

Please be informed that there will be a meeting of Accountant & Accountants/Bookkeepers scheduled on April 23, 2018 at Gabaldon Vocational Agricultural High School, Gabaldon, Nueva Ecija.

The meeting aimed at discussing issues and concerns affecting the financial operations of the Division and its Implementing Units, particularly on the following:

1. Submitted First Quarter Financial Reports;
2. Unliquidated Cash Advances;
3. DepEd Order No. 52 s. 2017 (Amendments to DepEd Order No. 12 s. 2004 & 36 s. 2007); and
4. other financial matters

The expenses inclusive of meals and snacks shall be charged against Division INSET fund. Participants may charge their travelling expenses on the MOOE fund subject to the existing accounting and rules and regulation.

Attendance of all concerned is required.

