



Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Roxas City  
Banica, Roxas City



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**DIVISION MEMORANDUM**  
No. 320 s. of 2017

**YEAR END FINANCIAL EVALUATION FOR PUBLIC SECONDARY SCHOOLS (IMPLEMENTING UNITS)**

TO: Heads of Public Secondary Schools (Implementing Units)

1. The Division Budget Office will hold its Year End **FINANCIAL EVALUATION FOR PUBLIC SECONDARY SCHOOLS** (Implementing Units) on January 5, 2018. The venue shall be announced later.
2. Participants to this activity are the School Accountants/Bookkeepers of public secondary schools (implementing units). They are advised to bring their laptop and portable WIFI device and their final financial report for 2017.
3. Expenses relative to this activity shall be charged for the savings of the **FMOM Fund of 2017** to cover expenses for snacks and lunch. Travel expenses relative to attendance to this activity will be charged against school MOOE fund subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

