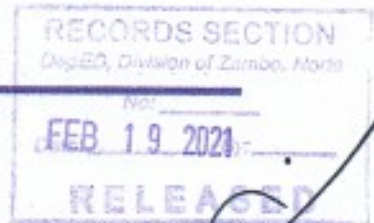




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 57, s. 2021

To : Public Schools District Supervisors
Elementary and Secondary School Principals
Senior Bookkeepers/ADAS III (District and Secondary Schools)
All Others Concerned

From :  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject : MOBILE WORKSHOP ON SCHOOL OPERATING BUDGET
(SOB CRAFTING)

Date : February 18, 2021

1. In view of the downloading of the school maintenance and other operating expenses (MOOE) per DepEd Order No. 13, s., 2016 and DepED Order No. 8, s., 2019 or the Revised Guidelines on the Use of MOOE, this Office will conduct a workshop on the preparation/crafting of School Operating Budget (SOB) for the school in identifying priorities in the use of their MOOE funds.
2. The workshop aims to assist the school heads and principals in order to come up with an accurate and reliable school operating budget for the fiscal year 2021.
3. A composite team from the Office of the Schools Division Superintendent namely; **Division Accountant, Budget Officer and two (2) ADAS III (Budgeting Assistant and Accounting Personnel)** specifically created for this purpose to facilitate in the workshop and shall ensure the necessary assistance during the one (1) day activity. The **District Senior Bookkeeper** will automatically be part of the team, relative to scheduled and identified district for such convergence. Likewise, all concerned are hereby informed that the aforementioned activity will be conducted at the Central School of the district or at the Implementing Secondary school of the District. (Please see attached schedule.)
4. Participants to this activity are the School Heads/Principals, District, Central and Secondary Schools Bookkeepers, Division Accountant, Budget Officer, Budgeting Assistant and Financial Staff. They are required to bring laptop with printer, and other documents relative to the workshop.





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5. Travelling expenses and per diems shall be charged against their respective school MOOE for the school level and GAS-MOOE for Division based personnel subject to state budgeting, accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is directed.

BUDGET/cvl/SOB Crafting Workshop FY 2021/ DM 2021/02/18/2021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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Sense of Urgency*