



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2022- 617

TO : **Melanie T. Alam (Dauin NHS)**
Maelen B. Quibol (Sibulan NHS)
Dafodel M. Calumpang (Ayungon NHS)

THRU : **PSDS/School Heads**

FROM : **SENEN PRISCILLO P. PAULIN, CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **BUDGET MONITORING SYSTEM ENCODING**

DATE : **DECEMBER 23, 2022**

1. To ensure the completion of all the requirements needed for the timely submission of CY 2022 Year-End Financial & Budgetary Reports, the Finance Section hereby order Senior Bookkeepers from the selected Implementing Units to help with the obligation and disbursement in the Budget Monitoring System.
2. This is due to the volume of transactions received by the Finance Section.
3. Written below are the personnel with respective schedule to report at the Finance Section:
 - a. Melanie T. Alam (Dauin NHS) – Dec 27 to 29, 2022
 - b. Maelen B. Quibol (Sibulan NHS) – Dec 23, 27 to 29, 2022
 - c. Dafodel M. Calumpang (Ayungon NHS) – Dec 23, 27 to 29, 2022
4. Travelling and lunch expenses related to this order shall be charged against Division funds with a subject to the usual accounting and auditing rules and regulations.
5. This serves as an **Authority to Travel**
6. Please be guided accordingly

SPP/JMA-MKP/FINANCE/ldc
Dec. 23, 2022

23 DEC 2022



Address:Kagawaran Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph