



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

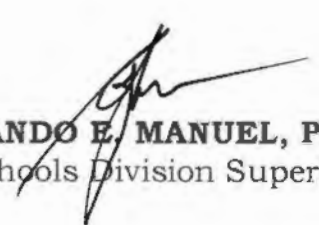
July 21, 2023

DIVISION MEMORANDUM
No. 249, s. 2023

ADVISORY ON ATTENDANCE OF FINANCE STAFF TO PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER GATHERINGS SPONSORED BY GOVERNMENT, NON-GOVERNMENT, AND OTHER PRIVATE INSTITUTIONS

To: Assistant Schools Division Superintendent
Division Finance Staff
Implementing Unit School Principals
Implementing Unit Finance Staff
All others concerned

1. Attached is Memorandum OUF-2023-0282 dated May 15, 2023, from the office of ANNALYN M. SEVILLA, Undersecretary for Finance, DepEd Central Office, announcing the amendments to OUF-2023-0253 dated April 26, 2023, for information and guidance of all concerned.
2. Immediate dissemination of this memorandum is desired.


ORLANDO E. MANUEL, PhD, CESO V
Schools Division Superintendent

Enclosures: As stated



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0282

TO : CENTRAL AND FIELD ACCOUNTANTS
CENTRAL AND FIELD BOOKKEEPERS
CENTRAL AND FIELD BUDGET OFFICERS
CENTRAL AND FIELD DISBURSING OFFICERS
OTHER FINANCE OFFICERS

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : ADVISORY ON ATTENDANCE OF FINANCE STAFF TO
PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER
GATHERINGS SPONSORED BY GOVERNMENT, NON-
GOVERNMENT, AND PRIVATE INSTITUTIONS

DATE : May 15, 2023

Cognizant of the needs of our Accountants, Bookkeepers, Budget Officers, Disbursing Officers, and other Finance Officers to keep abreast with latest finance related issuances and rulings with direct impact to effective and efficient performance of their mandated functions in their respective work place, mentioned employees are hereby authorized to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business. This amends the previous advisory issued on April 26, 2023.¹

Attendance to activities is subject to the following conditions:

1. Participation of employees are strictly monitored to ensure that selected/qualified employees will only attend at least two (2) activities per year or until the 15 Continuing Professional Development (CPD) units has been earned by the CPA participant for the given year;

¹ Annex "A" - OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023

2. Authority to Travel / Travel Order is duly recommended by the immediate supervisor and approved by the Head of Office;
3. Registration fees, travel, and incidental expenses are included in the Work and Financial Plan of the Office; and
4. Payment of expenses is subject to availability of funds.

For the information and guidance of all concerned.

Thank you.

Cc: **Director Ana Marie C. Calapit, Finance Service**