



Republic of the Philippines
Department of education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

MAR 11 2025

DIVISION MEMORANDUM

No. 185 s. 2025

QUARTERLY FINANCE MONITORING AND EVALUATION ASSESSMENT (FMEA)

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
PSDS
All Others Concerned

1. The field is hereby informed that Finance unit will conduct quarterly FMEA with school Administrative Assistant (AdAs) to report the quarterly status and updates in monitoring the request, utilization and cash advance liquidation of downloaded Maintenance and Other Operating Expenses (MOOE) funds to non-IU schools, and to discuss ways forward to deal issues and concerns encountered by AdAs on their conduct of actual validation and in providing technical assistance to schools in carrying out school financial management tasks.
2. Participants in this one-day activity are the AdAs III and II assigned in District Office 1-7, Division-based AdAs III assigned of Districts 8-10, and AdAs III and II assigned in Farm schools and Senior High schools.
3. The quarterly meetings are scheduled as follows: first quarter- April 3, 2025, second quarter- July 3, 2025, and third quarter- October 1, 2025, with venue at the Division Office Annex Building.
4. There shall be no discrimination in the implementation of this quarterly activity on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Expenses related to the conduct of this quarterly activity are chargeable against the Division MOOE subject to usual accounting and auditing rules and regulations.
6. Widest and immediate dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Encl: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects: meeting

Accounting 03/6/2025