



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Sep 04, 2025

DIVISION MEMORANDUM

No. **528**, s. 2025

**DIRECTIVE ON REGULAR SCHOOL VISITS AND FINANCIAL MANAGEMENT
SUPPORT BY ADMINISTRATIVE ASSISTANTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Schools District Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. In line with our commitment to strengthen school financial management and ensure proper utilization of Maintenance and Other Operating Expenses (MOOE) funds, all Administrative Assistants (AdAs) assigned to schools are hereby directed to conduct regular visits at least every month to the schools under their care.
2. These visits shall focus on providing support and assistance to School Heads, particularly in the areas of:
 - Utilization of school MOOE funds
 - Timely and accurate request and liquidation of Cash Advances, and
 - Compliance with financial reporting requirements.
3. To ensure accountability and transparency, the Daily Time Report (DTR) of each AdA shall be signed by the School Head of the school they visit. This measure will serve as documentation of their presence and the assistance rendered.
4. The Accountant shall oversee, monitor, and consolidate the financial management support extended by the AdAs, ensuring that all schools are given appropriate guidance in financial processes.
5. All AdAs are expected to coordinate with their assigned schools to ensure that the scheduled visits are responsive to the schools' financial management needs. Monitoring of attendance and effectiveness of support will be conducted by the Division Office.
6. The individual quarterly schedules of school visits (**using the template in Annex A**), prepared by each Administrative Assistant assigned per District Office, shall be submitted to the Administrative Office for official records. The initial submission shall be made on or before **September 8, 2025** for the month of September, and subsequently on or before the **3rd day of the first month of**



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each succeeding quarter. These schedules will serve as reference for monitoring their compliance and coordination with the respective School Heads.

7. In support of the on-site financial management assistance being provided, School Heads are hereby requested to allow Administrative Assistants access to computers, printers, and other available office equipment and printing supplies during their scheduled visits. This provision will enable AdAs to efficiently assist in the preparation, review, and documentation of financial reports and related transactions.

8. To support the implementation of this memorandum and ensure its effectiveness, the Division Monitoring will be carried out through a structured and transparent system using the provided tools in **Annex B, C and D** as attached for compliance of all concerned.

9. The implementation of this Memorandum shall be carried out in a manner that upholds the principles of equity and inclusivity. No individual shall be subjected to discrimination on the basis of age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that run counter to the principles of equal opportunity.

10. Immediate and widest dissemination of this Memorandum is hereby enjoined to ensure awareness and compliance of all employees concerned.

DANNIE CLARK M. UGUIL, CESE
OIC – Schools Division Superintendent



Encl: Annex A
Reference: DepEd Order No. 008, s.2019
To be indicated in the Perpetual Index
under the following subjects:
memo

Accounting 9/1/2025



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Annex A

Administrative Assistant School Visit Schedule

AdAs Name and Signature :	
District Office :	
Month / Quarter Covered :	

Name of School:				
Schedule of On-site Visit				Remarks
1 st month of the Quarter	Week 1	<input type="checkbox"/>	Mon	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	Tues	<input type="checkbox"/>
	Week 3	<input type="checkbox"/>	Wed	<input type="checkbox"/>
	Week 4	<input type="checkbox"/>	Thurs	<input type="checkbox"/>
			Fri	<input type="checkbox"/>
2 nd Month of the Quarter	Week 1	<input type="checkbox"/>	Mon	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	Tues	<input type="checkbox"/>
	Week 3	<input type="checkbox"/>	Wed	<input type="checkbox"/>
	Week 4	<input type="checkbox"/>	Thurs	<input type="checkbox"/>
			Fri	<input type="checkbox"/>
3 rd Month of the Quarter	Week 1	<input type="checkbox"/>	Mon	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	Tues	<input type="checkbox"/>
	Week 3	<input type="checkbox"/>	Wed	<input type="checkbox"/>
	Week 4	<input type="checkbox"/>	Thurs	<input type="checkbox"/>
			Fri	<input type="checkbox"/>

Conforme:

 (School Head Name and Signature)

 (PSDS Name and Signature)

Noted by: **JOSIE R. REBUSQUILLO, CPA**
 Accountant III

Received by: **NOE B. ABDON**
 AO V – Admin. Personnel and Services

- Instructions:**
- Fill out this schedule in advance and submit signed copy to the Admin. Office.
 - Coordinate with each School Head prior to each visit.
 - Ensure that Daily Time Reports (DTRs) are signed by the School Head of the visited school as per schedule.
 - Use the "Remarks" column for notes such as rescheduling, follow-up actions, or special concerns.



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Annex B

Monitoring Tool Template for On-site Financial Management Assistance to Schools

Administrative Assistant School Visit Log

Date of Visit	Name of School	School Head	Key Areas Assisted	Issues Encountered	Actions Taken	Remarks

Instructions:

- District school AdAs shall fill out this log after each school visit.
- Indicate specific areas of support and assistance (e.g., MOOE utilization, cash advance liquidation, report preparation).
- Submit copy to the Administrative Office monthly as attachment to the monthly DTR.

Prepared by: _____
 (Name of AdAs & Signature)

Noted by: **JOSIE R. REBUSQUILLO, CPA**
 Accountant III

Received by: **NOE B. ABDON**
 AO -V Admin. Services
 Date Received: _____



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Annex C

Finance Monitoring Report on On-site Financial Management Assistance to Schools

Quarterly Monitoring Report on AdA School Visits

Reporting Period: ___ 1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter

Summary of Visits

District	No. of Schools Assigned	No. of Visits Conducted	Compliance Rate (%)	Common Issues Observed	Recommended Actions

Narrative Summary:

General Observation: _____

Best Practices Identified: _____

Recommendations: _____

Prepared by: **JOSIE R. REBUSQUILLO, CPA**
 Accountant III

Date : _____

Noted by: **DANNIE CLARK M. UGUIL, CESE**
 OIC – Schools Division Superintendent



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Annex D

**School Feedback Form for Conducted On-site
Financial Management Assistance to Schools**

Name of School:

Date of Visit:

Name of Administrative Assistant:

(Please rate the following areas based on the support and assistance provided)

Criteria	Excellent	Good	Fair	Poor
Relevance of assistance to school needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism and communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness in financial documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Suggestions:

(Name and Signature of SH)

Instructions:

- Submit completed form to the Administrative Office monthly/quarterly.
- Your feedback will help improve the quality and responsiveness of our support and assistance.



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