



MANCOM MEETING

Numancia Covered Court
Numancia, Aklan
January 24 & 27, 2020

ACCOUNTING CONCERNS

- Release of 1st Quarter MOOE for CY 2020 (**for NON-IUs**)
- Opening of Bank Accounts for Schools' MOOE (**for NON-IUs**)
- MOOE of Senior High Schools (**IUs**)

RELEASE OF 1st QTR MOOE for CY 2020

1. 1st Quarter MOOE will still be released to the account of the school head.
2. Liquidation will be within 60 days from the date the amount was credited to your bank accounts.

RELEASE OF 1st QTR MOOE for CY 2020

3. Make sure that your fidelity bond coverage is updated (valid and not expired).
4. Make sure that you have an approved AIP, PPMP & APP for CY 2020.

RELEASE OF 1st QTR MOOE for CY 2020

- Requirements for the Release of 1st Quarter Cash Advance:
 1. Journal Entry Voucher
 2. Obligation Request and Status
 3. Disbursement Voucher
 4. Request for Cash Advance with identified expenditures and amount
 5. Approved AIP, PPMP and APP
 6. Approved Updated Fidelity Bond Certificate
 7. Photocopy of ATM Card

OPENING OF BANK ACCOUNTS

- All school heads will be called for a meeting regarding opening of bank accounts. Personnel from the Government Servicing Bank (GSB) which is the Land Bank of the Philippines will discuss the filling out of forms and the procedures in opening of accounts.

OPENING OF BANK ACCOUNTS

- Initial deposit shall be charged to school's MOOE budget.

(Initial deposit is P500.00)

SENIOR HS MOOE OF IU SCHOOLS

Senior High School MOOE of IU schools are already released direct to the school's MDS Accounts.

Disbursement of funds for senior high school MOOE shall follow the same procedure used in the junior high school MOOE.

The IU schools should not open a separate bank account for the senior high school MOOE.

OTHER CONCERNS

- Update on SRI (remaining amount of P 3,000)
- Update on the Salary Increase for 2020
- Designation of the Officer-in-Charge for the Office of the Budget and Finance

OTHER CONCERNS

ANN RAYSHELLE N. NADUA

Accountant II

OIC, Office of the Budget and Finance

THANK YOU!