



MAY 18 2009

DepED MEMORANDUM

No. **230**, s. 2009

**ASSIGNMENT OF SCHOOL FINANCIAL STAFF TO DIVISION OFFICES**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Secondary Schools

1. In order to address the need for additional staff/manpower and to cope with the increasing volume of financial transactions and accountability reports in the Division Offices, Schools Division Superintendents are advised to temporarily assign in consultation with the School Principal, the Bookkeepers and Disbursing Officers from the secondary schools to the Division Offices in addition to their usual functions in the schools.
2. The Schools Division Superintendent shall determine the number of School Bookkeepers and Disbursing Officers who may be assigned to render service at the Division Office. In assigning them to the Division Office, preference shall be given to the newly-hired Bookkeepers and Disbursing Officers occupying new positions created in FY 2007-2009 as an opportunity to improve their capability to perform their tasks in support of School-Based Management (SBM).
3. An Assignment Order shall be issued by the Schools Division Superintendent to the concerned financial staff specifying the period of assignment, required work schedule, tasks to be performed and that no additional compensation shall be given, except for reimbursement of transportation and other allowable expenses, chargeable to the Division Office funds, subject to existing accounting and auditing rules and regulations.
4. The Assignment Order shall be issued not later than June 15, 2009, to take effect a month thereafter.
5. Immediate dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary

Reference: None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS

REPORTS

SCHOOLS