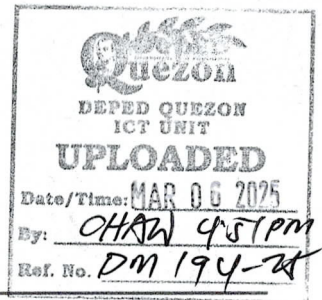




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 March 2025

**DIVISION MEMORANDUM**  
DM No. 194, s. 2025

**TRAINING OF NEWLY HIRED FINANCE PERSONNEL OF  
IMPLEMENTING UNITS (IUs)**

**To: Assistant Schools Division Superintendents  
Division Chiefs – SGOD  
Public Schools District Supervisors  
School Heads – Implementing Units (IUs)**

1. With reference to DepED Order No. 60, s. 2016 on the adoption and utilization of the Financial Management Operations Manual (FMOM) for the effective and efficient delivery of financial services, this Office will conduct the Training of Newly Hired Finance Personnel of Implementing Units (IUs) on March 11-13, 2025.
2. The participants to this activity are the newly hired Senior Bookkeepers and Disbursing Officers of Implementing Units, and selected Division personnel. *See details on this link ► <https://tinyurl.com/ListNSPPFinance>*
3. The venue and registration fee will be announced in a separate memorandum.
4. This activity aims to equip participants with the skills to manage financial operations in line with DepEd policies and government regulations, financial policies, fund management, bookkeeping, disbursement procedures, financial reporting, and use of various financial management software.

DEPEDQUEZON-TM-SDS-04-009-003



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5. This activity will include lectures, case studies, hands-on workshops, group discussions, and assessments to ensure practical application of skills.
6. The participants are requested to bring their laptop and extension wire.
7. The participants are expected to maintain professionalism and follow training etiquette to promote a more productive learning environment.
8. To ensure the health and safety protocols, all participants are expected to comply with the existing guidelines and policies of IATF/DOH throughout the duration of the Activity.
9. Immediate dissemination and compliance of this Memorandum is earnestly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

*budcap03/05/2025*

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