



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



DEPED - QUEZON
ICT UNIT

UPLOADED

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Ref. no. DM 359 s. 2023

23 May 2023

DIVISION MEMORANDUM

DM No. 359, s. 2023

**TRAINING ON NEWLY-DESIGNATED SCHOOL FINANCE PERSONNEL OF IMPLEMENTING
UNITS ON FINANCIAL MANAGEMENT AND OPERATIONS**

**To: Assistant Schools Division Superintendents
Division Chief – SGOD
School Heads – Implementing Units
All Others Concerned**

1. With reference to DepED Order No. 60, s. 2016 on the adoption and utilization of the Financial Management Operations Manual for the effective and efficient delivery of financial services, this Office will conduct a Training of Newly-Designated School Finance Personnel of Implementing Units on Financial Management and Operations on May 30 – June 2, 2023 at a venue to be announced later. (Day zero-May 30, 2023)
2. This activity aims to equip the participants with the existing financial management system of DepEd in order to have a clear administrative procedures and accounting of funds, and accurate financial accountability reports. Furthermore, at the end of this activity, the participants will be able to be familiarize and apply the following processes in their respective schools:

- Activity Request/Authority to Conduct)
- Budget Systems & Processes (Budget Prep, Budget Execution, Budget Accountability, OSBP, URS, BMS)
- Accounting Systems & Processes (Accounting Procedures, Financial Reporting System)
- Cash Systems & Procedures (Disbursement Procedures & Reports)
- RA 9155 & School-Based Financial Management

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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3. The participants to this three (3) day activity are selected School Heads, Senior Bookkeepers/ADAS III, and Disbursing Officers/ADAS II of Implementing Units.
(Attached here are the list of participants for reference)
4. The participants are expected to be at the venue thirty (30) minutes before the scheduled activity. They are also requested to wear appropriate smart casual attire throughout the duration of the training.
5. The first meal to be served is breakfast on Day 1, and the last meal is dinner on Day 3.
6. To ensure the health and safety protocols amidst the COVID – 19 pandemic, all participants are expected to comply with the existing guidelines and policies of IATF/DOH throughout the duration of the Activity.
7. The participants are requested to bring with them laptops, and extension cords. Also, they are expected to submit all the activity sheets at the end of this training.
8. The registration fee of Php 6,000.00/pax shall be used for meals, lodging, training kits, and other incidental training expenses which shall be charged to their respective school MOOE subject to the usual budget, accounting, and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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LIST OF PARTICIPANTS

ORIENTATION AND TRAINING ON THE FINANCIAL MANAGEMENT & OPERATIONS
(NEW FINANCE SCHOOL PERSONNEL OF IMPLEMENTING UNITS)

MAY 30 - JUNE 2, 2023

A. Program Management Team & Lead Facilitators

Division/Office	Name	Position/Designation
OSDS_TM	Gregorio T. Mueco	Assistant Schools Division Superintendent
OSDS_TM	Edward D. Garcia	OIC - ASDS
SGOD_PAR	Marbin Jeramil D. Fragata	Planning Officer III
OSDS_BUDGET	Catherine A. Pureza	AO V - Finance/Budget Officer III
OSDS_BUDGET	Rowena S. Adalim	ADAS III
OSDS_ACCOUNTING	Hazel Salibio	ADAS III
OSDS_ADMIN/CASH	Shiela E. Javen	AO IV/Cashier II
OSDS_ADMIN/CASH	Ler P. De Rosas	CEO III
OSDS_IUs	Myla DL. Resurreccion	Senior Bookkeeper
OSDS_IUs	Arianne Cejane	Senior Bookkeeper

B. Target Participants*

Name of School	Senior Bookkeeper/ ADAS III	Disbursing Officer II/ADAS II	School Head
Alabat Island National High School	Jasmin B. Dela Victoria	Ma. Nelleza Z. Calvario	Joseph C. Hinanay
Atimonan National Comprehensive High School	Kimberly V. Magalona	Mary Joan Antonette F. Rafon	Rene L. Portades
Concepcion National High School	Loury Fhe M. Durante	Eloissa Joy P. Herrera	Salve J. Hosain
Godofredo M. Tan ISAT	Francis C. Lingahan	Jeric G. Pelobello	Elias E. de Castro
Guinayangan National High School	Criselda V. Gilbuena	Sherry Ann O. Biugos	Leilani Pregellana
Magallanes National High School	Jhuzabelle D. Oringo	Joanna Mae B. Lazaga	Cherizza Gay C. Ocbian
Malinao Ilaya INHS	Anna Rose A. Tolentino	Sarah G. Saniel	Allan E. Data
Pagbilao Grade Island NHS	Jemimah E. Olarte	Michelle P. Coronel	Rowena S. Castro
Paiusa National High School	Reyniel M. Bandillo	Marie Antonette E. de los Reyes	Lea L. Lopez
Patnanungan National High school	Manilyn Mae R. Saccalan	Maria Aizel D. Eroles	Rosalie A. Salgo
Perez National High School	Rommel B. Macabansag	Abner B. Eboña Jr.	Sighlie M. Regodon
San Antonio National High School	Gellie Mare F. Sedilla	Jennifer G. Plata	GERONIMO Z. REYES, JR.
Silangan Malicboy NHS	Rosalyn A. Mariano	Nathaniel C. Samonte	LEONILA R. DAYAG
Sto. Domingo NHS	Rachelle M. Caeg	Alex A. Alcantara	Elpidio S. Javier
Talipan National High School	Lourdes M. Mayuga	Maryjane C. Ramirez	Luningning R. Mendoza
Unisan Integrated High School	Vanessa D. Abella	Leo C. Ramos	Gloria M. Licas
Bagupaye Integrated High School	Geziel M. Dollentas	Glenda L. Pilar	Alvin A. Oseña
Cagsiyay I National High School	Marie Anne T. Dellosa	Rommel R. Timbre	Wilmor E. Impreso
Hinguiwin NHS	Jacqueline Jane F. Boladas	Jogielene R. Billin	Jennifer E. Ayapana
Leonarda D. Vera Cruz National High School	Marilou Cabuya Nazareno	Ma. Helena N. De Los Reyes	Catalina P. de Tobio
Pili National High School	Michele P. de Vera	Monette M. Dapito	Maribel M. Alcantara
Sampaloc NHS	Darlene Shane J. Salayo	Lorelie R. Espedido	Myla V. Combalicer
San Roque National High School	Roxanne R. de Rosas	Jomer Z. Consolacion	Susana J. Maaño

* based on the data exported on the link to assess the training needs ► <https://tinyurl.com/TAFinanceNSPP>

Training Matrix

Orientation & Training on the Financial Management Operations Manual (FMOM) (New School Personnel of Implementing Units)

Day 1 (May 31, 2023)

Time	Activity/Topic	In-Charged/Persons Involved	Resources Needed
7:00 – 8:00 AM	Arrival & Registration	<ul style="list-style-type: none"> Program Management Team Lead Facilitators Participants 	Registration Forms
8:00 – 9:15 AM	Opening Program	<ul style="list-style-type: none"> Program Management Team Lead Facilitators Participants 	AVP Slide Decks
9:15 – 10:15 AM	Pre-Planning Process	MARBIN JERAMIL FRAGATA Planning Officer III	Slide Decks
	<ul style="list-style-type: none"> Alignment of PPA's to DEDP (DO 25, s. 2010) SIP/AIP (DO 44, s. 2015) 		Slide Decks Activity Template
10:15 – 10:30 AM		AM BREAK	
10:30 – 12:00 NN	Post-Planning Process	MARBIN JERAMIL FRAGATA Planning Officer III	Slide Decks Activity Template
	<ul style="list-style-type: none"> Triangulation Vetting/Approval of PPA's (DO 11, s. 2021) Finalization of AIP 		Slide Decks Activity Template
12:00 – 1:00 PM		LUNCH	
1:00 – 3:00 PM	Program Management Information System (PMIS) (DO 11, s. 2021)	MARBIN JERAMIL FRAGATA Planning Officer III	Slide Decks Google Link Activity Template
	<ul style="list-style-type: none"> Work & Financial Plans Activity Requests Authority to Conduct 		Slide Decks Activity Template Slide Decks Activity Template
3:00 – 3:15 PM		PM BREAK	
3:15 – 4:30 PM	Presentation & Submission of OUTPUTS	<ul style="list-style-type: none"> Lead Facilitators Participants 	Activity Template
4:30 – 5:00 PM	Quieting Time/Management Concerns/Important Reminders	<ul style="list-style-type: none"> Program Management Team 	Slide Decks AVP

Training Matrix

Orientation & Training on the Financial Management Operations Manual (FMOM) (New School Personnel of Implementing Units)

Day 2 (June 1, 2023)

Time	Activity/Topic	In-Charged/Persons Involved	Resources Needed
7:45 – 8:00 AM	Management of Learning	<ul style="list-style-type: none"> Assigned Group 	AVP Slide Decks
8:00 – 10:15 AM	Budget Preparation (NBM 145)	CATHERINE A. PUREZA AO V/Budget Officer III FMOM SDO Trainor	
	<ul style="list-style-type: none"> Budget Call Budget Proposals DBM OSBP 		Slide Decks Slide Decks Slide Decks Google Link
10:15 – 10:30 AM		AM BREAK	
10:30 – 12:00 NN	Budget Execution (DBM CL2022-14)	CATHERINE A. PUREZA AO V/Budget Officer III FMOM SDO Trainor	
	<ul style="list-style-type: none"> NEP BEDs DBM URS 		Slide Decks Slide Decks Slide Decks Google link
12:00 – 1:00 PM		LUNCH	
1:00 – 3:00 PM	Budget Execution (NBC 590)	CATHERINE A. PUREZA AO V/Budget Officer III FMOM SDO Trainor	
	<ul style="list-style-type: none"> RA 11936 Processing of ORS (FMOM) Realignment (GP, Section 32) 		Slide Decks Slide Decks Slide Decks
3:00 – 3:15 PM		PM BREAK	
3:15 – 4:00 PM	Budget Accountability (COA-DBM JC 2019-1)	CATHERINE A. PUREZA AO V/Budget Officer III FMOM SDO Trainor	
	<ul style="list-style-type: none"> BMS FARS DBM URS 		System Software Slide Decks Slide Decks Google link
4:00 – 4:45 PM	Special Budget Requests (NBC 590)	ARIANNE E. CEJANE Senior Bookkeeper Buenavista NHS SR. BKPR-in-Charge (IUs)	Slide Decks Google link
	<ul style="list-style-type: none"> Personnel Services MOOE 		Slide Decks Slide Decks
	Checking & Consolidation of FARs		
	<ul style="list-style-type: none"> Flash Report BMS BudgetFiles 		Slide Decks Slide Decks
4:45 – 5:00 PM	Quieting Time/Management Concerns/Important Reminders	<ul style="list-style-type: none"> Program Management Team 	Slide Decks AVP

Training Matrix

Orientation & Training on the Financial Management Operations Manual (FMOM) (New School Personnel of Implementing Units)

Day 3 (June 2, 2023)

Time	Activity/Topic	In-Charged/Persons Involved	Resources Needed
7:45 – 8:00 AM	Management of Learning	<ul style="list-style-type: none"> Assigned Group 	AVP Slide Decks
8:00 – 10:15 AM	Accounting Process (FMOM) <ul style="list-style-type: none"> DBM ADRS NCA/NTA RANCA/RANTA DV & SDs LDDAP-ADA TRA DBM URS FAR 4 	MYLA DL. RESURRECCION Senior Bookkeeper San Isidro NHS Catanauan FMOM SDO Trainor	Google Link Slide Decks Slide Decks Slide Decks Slide Decks Slide Decks Slide Decks Slide Decks Google link
10:15 – 10:30 AM		AM BREAK	
10:30 – 12:00 NN	Financial Reporting System (FMOM) <ul style="list-style-type: none"> EFRS FS & Other Accounting Reports 	HAZEL SALIBIO ADAS III ADAS-in-Charge of IUs	System Software Slide Decks
12:00 – 1:00 PM		LUNCH	
1:00 – 3:00 PM	Disbursements Procedure <ul style="list-style-type: none"> Fidelity Bond (TC No. 02 – 2009) Opening of Bank Account (DO 29, s. 2019) NCA/NTA Modes of Disbursement (FMOM) <ul style="list-style-type: none"> CHECKS ADA Collections & Deposits (FMOM) <ul style="list-style-type: none"> Issuance of OR Bank Deposit Cash Reports (FMOM) <ul style="list-style-type: none"> Cash Registers/Records & Reports 	SHIELA E. JAVEN AO IV/Cashier II	Slide Decks Slide Decks Slide Decks Slide Decks Slide Decks Google link Slide Decks Google link Slide Decks Slide Decks Slide Decks
3:00 – 3:15 PM		PM BREAK	
3:15 – 4:30 PM	Duties & Responsibilities of School Heads (RA 9155)	GREGORIO T. MUECO Assistant Schools Division Superintendent	Slide Decks
	School-Based Financial Management		Slide Decks
4:30 – 5:00 PM	CLOSING PROGRAM	<ul style="list-style-type: none"> Program Management Team Lead Facilitators Participants 	AVP Slide Decks