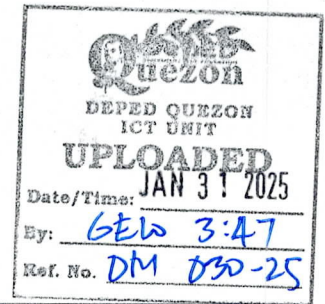




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



30 January 2025

**OFFICE MEMORANDUM**  
OM No. D30, s. 2025

**STREAMLINING FINANCIAL PROCESSING: DISBURSEMENT VOUCHER (DV),  
OBLIGATION REQUEST AND STATUS (ORS), AND CASH MANAGEMENT**

**TO:** Assistant Schools Division Superintendent  
CID Chief  
SGOD Chief  
Unit Heads  
All Others Concerned

1. The efficiency and accuracy of financial processing, especially the preparation and submission of Disbursement Vouchers (DVs), Obligation Request & Status (ORS), and Cash Management, are critical to ensure that funds are properly managed within the Department of Education (DepEd). In line with this, the Accounting Section, in collaboration with the Budget and Cash Unit, will be hosting a Training Seminar Workshop titled "Streamlining Financial Processing: DV, ORS, and Cash Management" on February 6-7, 2025. *A separate memorandum will be provided regarding the venue of this event.*

The objectives of this activity are the following:

- a. Understand DepEd's Financial Guidelines and Policies
- b. Review and explain the DepEd Financial Management Operations Manual, focusing on financial processing guidelines for DVs, ORS, and cash management.
- c. Prepare and Submit Disbursement Vouchers (DVs)
- d. Demonstrate the proper preparation of DVs, including required documentation, to ensure compliance and accuracy.
- e. Prepare and Submit Obligation Request & Status (ORS)
- f. Explain the steps in preparing ORS and ensure the proper documentation to streamline the payment request process.
- g. Optimize Cash Management
- h. Apply best practices in managing cash flow, balancing cash disbursements, and tracking cash receipts effectively.
- i. Ensure Compliance and Accuracy

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- j. Integrate the principles of compliance, transparency, and accountability to minimize errors and reduce the issuance of NORSA.
  - k. Strengthen Internal Controls and Risk Management
  - l. Ensure that proper controls are in place for auditing and reporting financial transactions.
2. The names of participants in this activity and the program matrix are in Enclosures A and B, respectively.
  3. Strict adherence of participants to attendance is expected.
  4. Immediate dissemination of and compliance with this Memorandum is desired.

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

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**Enclosure A**

No.	Unit/Section	Name	Designation
<b>FACILITATOR</b>			
1.	ACCOUNTING	EDMUNDO R. MARIN, JR.	ACCOUNTANT III
2.	BUDGET	CATHERINE A. PUREZA	AO-V / BUDGET OFFICER II
3.	CASHIER	SHIELA E. JAVEN	CASHIER II
4.	ACCOUNTING	BRANDON E. DE MESA	ADAS III
5.	ACCOUNTING	ROSELYN C. DINGLASAN	ADAS III
6.	ACCOUNTING	JOANNA MARIE MERCADO	ADAS III
7.	ACCOUNTING	NOEME B. FERRANCULLO (TWG)	ADAS III
8.	ACCOUNTING	ANGELICA MALABUNGA (TWG)	ADAS III
<b>OSDS</b>			
9.	OSDS	RESIELE G. CORONACION	ADAS III
10.	ASDS	RENA R. RODIL	ADAS III
11.	ASDS	MARINEL I. OBMERGA	AA VI
12.	ADMIN / GSS	LAYLA ANNA B. MAGTANGOB	ADAS III
13.	BUDGET	MARIA RAFAELA MIGUELA A. JIMENEZ	ADAS III
14.	BUDGET	ALEGRIA MEDENILLA	ADAS III
15.	BUDGET	JEWEL LEE DEPUYO	AA VI
16.	CASH	LER P. DE ROSAS	CEO III
17.	ICT	CRISTELL MANGUBAT	ADAS II
18.	LEGAL	CARLEEN D. AGUILA	LEGAL ASSISTANT I
19.	PERSONNEL	JAN CARLO REYES	AO II
20.	PROCUREMENT	ETHEL ROSE E. BELE	ADAS II
21.	RECORDS	SHERILYN PARDILLA	RECORDS OFFICER II
22.	SUPPLY	MICHELLE P. DE MESA	ADAS III
<b>CID</b>			
23.	CID-IMS	RAYMOND Q. NIEVA	AA VI
24.	CID-ALS	ADELINA A. BUENAFE	EPSA II
25.	CID-LRM	SIELO MAUREEN S. DEVEZA	AA VI
<b>SGOD</b>			
26.	SGOD	JEMAICA ALVAREZ	ADA VI
27.	SGOD - EFS	GIAN CARLO PARDILLO	TECH. ASST. IV
28.	SGOD-SMME	MICHELLE DUMA	SEPS
29.	SGOD-HRD	REGINA V. MARINO	SEPS
30.	SGOD-SMN	PAUL CLIFFORD N. MARQUEZ	SEPS
31.	SGOD-DRR	ARVIN REPASO	PDO II
32.	SGOD-YFS	MARK ANGELO TUISAN	PDO I
33.	SGOD-RESEARCH	BERNADIT TUPAZ	SEPS
34.	SGOD - PLANNING	MARK ROEM ESMERNA	AA VI
35.	SGOD - SHS	ARLENE M. TUDLA	AS - II (COS - SBFP)
36.	SGOD - SHS (NURSE ON DUTY)	HEIDE H. GABRIEL	NURSE II

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**Enclosure B**

**PROGRAM MATRIX  
DAY 1**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>SPEAKER/FACILITATOR</b>
9:00am-9:30am	Opening Program <ul style="list-style-type: none"><li>• Opening Prayer</li><li>• Presentation of participants</li><li>• Opening Remarks</li><li>• Inspirational Message</li></ul>	<b>Audio Visual Presentation</b>  <b>SHIELA E. JAVEN</b> Administrative Officer V  <b>JOEPI F. FALQUEZA</b> Assistant Schools Division Superintendent  <b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
9:30am-12nn	Budget Execution <ul style="list-style-type: none"><li>• Processing of ORS</li><li>• Status of Obligations</li><li>• Issuance of CAA</li><li>• NORSA</li><li>• Realignment</li></ul>	<b>CATHERINE A. PUREZA</b> AO V/Budget Officer III
12:00-1:00pm	LUNCH	
1:00-4:30PM	Accounting & Disbursement Procedures <ul style="list-style-type: none"><li>• Processing of DV</li><li>• List of Supporting Documents</li><li>• NORSA</li></ul>	<b>BRANDON E. DE MESA</b> ADAS III  <b>ROSELYN DINGLASAN – ADAS III</b> <b>JOANNA MARIE MERCADO-ADAS III</b>
4:30-5:00pm	Announcement for DAY 2	<b>TWG</b>

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**Enclosure B**

**PROGRAM MATRIX  
DAY 2**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>SPEAKER/FACILITATOR</b>
8:00-8:30AM	Breakfast	
8:30am-9:00am	<ul style="list-style-type: none"><li>RECAP</li></ul>	<b>TWG</b>
9:00am-12:00nn	Disbursement <ul style="list-style-type: none"><li>Issues &amp; Challenges</li></ul>	<b>SHIELA E. JAVEN</b> AO IV/Cashier II
12:00-1:00pm	LUNCH	
1:00-3:00PM	WORKSHOP: Practice Set	<b>BRANDON E. DE MESA</b> ADAS III <b>ROSELYN DINGLASAN</b> ADAS III
3:00-4:30pm	"Coffee Break & Finance Talk: Brewing Best Practices for Better Preparation"	
4:30-5:00pm	CLOSING Program	<b>TWG</b>

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