



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION



DIVISION MEMORANDUM No. 257

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
FINANCE SERVICES UNIT AND ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA
OIC- Schools Division Superintendent

SUBJECT : Division Financial Management Manual Seminar/Workshop
for Non-Implementing Units (Non-IUs)

DATE : SEPTEMBER 20, 2017

In compliance with DepEd Order No. 60 s. 2016, this office will conduct a 3 – Day Live-In Financial Management Manual Seminar/Workshop for Non-Implementing Units (Non-IUs) Roll-Out to Elementary and Secondary School Heads/Principals, School Property Custodian and other Personnel (Please see attached list of Participants) on September 25-27, 2017, Venue: Ouan's the Farm Resort, Lucena City

SCHOOL	PAX	SCHOOL	PAX
Alsam Elementary School	2	North Palale Elementary School	2
Bukal Elementary School	2	Pandakaki Elementary School	2
Busal Elementary School	2	Potol Elementary School	3
Dapdap Integrated School	3	South Palale Elementary School	3
Domoit Elementary School	3	Tayabas East Central School	7
East Palale Elementary School	3	Tayabas West Central School I	3
Froilan E. Lopez Elementary School	3	Tayabas West Central School II	3
Gibanga Elementary School	3	Tayabas West Central School III	3
Ilasan Elementary School	3	Tayabas West Central School IV	3
Ipilan- Alita-o Elementary School	3	Valencia Elementary School	2
Kalumpang Elementary School	3	Wakas Elementary School	3
Katigan Elementary School	2	West Palale Elementary School	3
Lakawan Elementary School	3	SUB-TOTAL	85
Lalo Elementary School	3	Rosario Quesada Mem.NHS	3
Lawigue Elementary School	3	West Palale National HS	3
Malao-a Elementary School	3	SUB-TOTAL	91
Masin Elementary School	2	Division & Regional Personnel	17
Mate Elementary School	2	TOTAL	108

The Objectives of this activity are as follows:

1. To improve school performance and equip the school head with at least minimum knowledge about concepts, methods and procedures simplified fund management;
2. Enhance skills on the content and process on preparation of liquidation reports;
3. Ensure a uniform and standard interpretation and implementation of the rules and regulations of all financial transactions; and,
4. Apply governing principles, policies and specific procedures and other factors to be considered in the procurement process as stipulated in RA 9184.

The seminar will start at exactly 8:00 a.m. of Day 1. First Meal to be served is Breakfast on September 25,2017 (2p.m. Check-In Time) while on Day 3, (12 noon Check-Out Time). Everyone is expected to be at the venue on the appointed time.

Expenses for food, accommodation, venue and materials shall be charged against Division FMOM funds, thus no registration fee shall be collected while traveling & other incidental expenses of participants shall be chargeable against their respective school MOOE subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Division Memorandum is encouraged.

Finance Services
UM- 257 /s.2017

