



DEPED-TAY-DM-OSDS-19- 248

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

**SUBJECT : DIVISION SEMINAR-WORKSHOP ON FINANCIAL
MANAGEMENT OPERATIONS MANUAL (FMOM)**

DATE : AUGUST 13, 2019

1. In compliance with DepEd project with support from the World Bank (WB) that was completed on 31 March 2016, this office will conduct a 3-Day Live-in Financial Management Operations Manual (FMOM) Seminar/Workshop for all public elementary and secondary school heads and financial staff on August 28-30, 2019, Venue: T.B.A.

2. The objectives of this activity is to orient and capacitate the school heads and finance personnel on Financial Management Operations & Manual (FMOM) :

2.1 Apply governing principles, policies and specific procedures and other factors to be considered in the procurement process as stipulated in RA 9184; and,

2.2 Understand the basic flow of funds to and from different sources (DBM, Bureau of Treasury, Central Office, Regional Offices, Division Offices, and Schools including foreign-assisted projects).

2.3 To improve school performance and to equip the school head with at least the minimum knowledge about concepts, methods and procedures of a simplified fund management system.

2.4 Enhance knowledge and skills on the content and processes on preparation of liquidation reports;



- 2.5 Learn other management practices to be applied consistently throughout the department ensuring the quality, the completeness and timeliness in submission of liquidation reports;
- 2.6 Encourage community stakeholders at the school level in understanding basic fund management and operations in government.(Details and Instructions)
3. The seminar will start at exactly 8:00 a.m. of Day 1, (2:00p.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.
4. Expenses for food, accommodation, venue and materials shall be charged against HRTD Fund while transportation and other incidental expenses are chargeable against MOOE/local funds subject to the usual accounting and auditing rules and regulations. The list of participants is attached in (Annex A).
5. Immediate dissemination of this memorandum is desired.

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-ail quality standards



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