DIVISION MEMORANDUM
No. 1198, s. 2018

December 4, 2018

3-DAY ROLL OUT OF MS ACCESS VERIFIER’S LEDGER 1.0 AND ORIENTATION OF DEPED PERSONNEL ON THE STANDARD OF PROCESSING AND APPROVAL OF LOAN APPLICATIONS AND OTHER FINANCIAL OBLIGATIONS PURSUANT TO DEPED ORDER NO. S 5 AND 18, S. 2018

To: ALELI M. CHIONG - AAO FOR GSIS
FRANCIS JUDE D. ALCOMENDRAS - PAG-IBIG LOAN ENDORSER
GUY R. MARA-ASIN - VERIFIER
HARRY V. OBENZA - IMPLEMENTING UNIT'S AAO FOR GSIS

1. Pursuant to the Regional Memorandum dated November 28, 2018 issued by Atty. Alberto T. Escobarte, CESO III, Regional Director, DepEd Region XI Office, Davao City, you are hereby directed to attend the “3-Day Roll Out of MS Access Verifier’s Ledger 1.0 and Orientation of DepEd Personnel; on the Standard Processing and Approval of Loan Applications and other Financial Obligations Pursuant to DepEd Order Nos. 5 and 18, s. 2018” on December 12-14, 2018 at The Ritz Hotel of Garden Oasis, Bo. Obrero, Davao City (copy of the memorandum attached).

2. Participants are required to check-in at 2:00 pm of December 12, 2018. Travel and other incidental expenses related to the attendance of the above orientation shall be charged to local funds, while board and lodging will be charged to DepEd Central Office-General Administration and Support, subject to the usual accounting and auditing rules and regulations.

3. Failure to attend the said roll out and orientation, the participants shall pay for their allotted provisions.

4. For immediate dissemination and compliance.

WINNIE E. BATTOON, Ed. D.
Office-in-Charge
Office of the Schools Division Superintendent

Ends: as stated
References: Memorandum dated November 28, 2018
To be indicated in the Perpetual Index under the following subjects:

4 December 2018
REGIONAL MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
      Asst. Schools Division Superintendents/ OIC-ASDS
      Regional Chiefs - Administrative Division and Finance Division

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III
       Director IV

SUBJECT : 3-Day Roll Out of MS Access Verifier’s Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations Pursuant to DepEd Order Nos. 5 and 18, S. 2018

DATE : November 28, 2018

1. There will be a 3-Day Roll Out of MS Access Verifier’s Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations Pursuant to DepEd Order Nos. 5 and 18, S. 2018 on December 12-14, 2018 at The Ritz Hotel of Garden Oasis, Bo. Obrero, Davao City

2. The objectives of the orientation are as follow:
   a. Understand the procedures for the processing and approval of loan applications and other financial obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018 and other DepEd issuances;
   b. Be able to determine their respective roles and responsibilities in the payroll process;
   c. Be able to use the MS Access Verifier’s Ledger v1.0 and understand how it corresponds with the procedures for the processing and approval of loan applications and other financial obligations; and
   d. Be updated about the GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL), DepEd Provident Fund, and other recent policies covering financial products and services of government entities.

3. Participants to this orientation are the following:

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<thead>
<tr>
<th>Office</th>
<th>Participants</th>
<th>No.</th>
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<tbody>
<tr>
<td>All 11 SDOs</td>
<td>3 per SDO: 1 – AAOs for GSIS Transactions, 1 Pag-IBIG Loan Endorser and 1 Verifier</td>
<td>33</td>
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<tr>
<td>Regional Office</td>
<td>Chief AO (1), 2 host, 1 DepEd verifier for APDS Transactions (OIC-PSU), 1 Pag-IBIG Loan Endorser (AA VI-PSU)</td>
<td>5</td>
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<tr>
<td>Selected Implementing Unit</td>
<td>2 AAOs and 2 Verifiers</td>
<td>4</td>
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<td>Central Office</td>
<td>8 personnel</td>
<td>8</td>
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<td>TOTAL</td>
<td></td>
<td>50</td>
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By: __________________________

Date: __________________________

Time: __________________________
4. Participants of each division shall confirm their attendance on the said Orientation and submit to Ms. Gena G. Quilana through email address at rpsui1davao@yahoo.com or telephone(082) 228-6358 on or before December 3, 2018. Failure to attend shall pay for their allotted provisions.

5. Participants are required to check-in at 2:00PM of December 12, 2018. Travel and other incidental expenses related to the attendance of the above orientation shall be charged to local funds, while board and lodging will be charged to DepEd Central Office- General Administration and Support, subject to the usual accounting rules and regulations.

6. Immediate dissemination of this memorandum is desired.

Incl: Confirmation Slip

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# Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations Pursuant to Deped Order Nos. 5 and 18, s. 2018

December 12-14, 2018
The Ritz Hotel of Garden Oasis, Bo. Obrero, Davao City

## CONFIRMATION SLIP

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<thead>
<tr>
<th>Division Office</th>
<th>Name of Participant/s to attend</th>
<th>Name of Representative to attend in the absence of the said participant</th>
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**Signature over printed name**

(Head of Office)
System Requirements

1. Operating System: 64 bit Microsoft Windows 7 or later

2. Office Application: 64 bit Microsoft Access 2016 or later