ORIENTATION OF THE FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) TO NEWLY-HIRED ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III OF BUDGET AND FINANCE SECTION AND NEWLY-APPOINTED SCHOOL HEADS

To:  
NOBA RUBION - Igpit National High School  
RACHEL POGOY - Mahayahay Elementary School  
CHRISTIAN GRANADA - Apolandia Elementary School  
MISHEL CADUNGOG - Kibanban Elementary School  
RIZZA L. VILLALUNA - Goma National High School  
CHERRY ANNE BOHOL - Bagumbuhay Elementary School  
REX CALAMOHY - Ranao Elementary School  
EFREN DURANO - Dawis National High School  
JANICE C. BARITUA - ADAS III  
VICENTE C. LABURADA - EPS - ALS  
IDA JUEZAN - PSDS  
MYLEEN ROBIÑOS – PDO II  
ALL BUDGET AND FINANCE SECTION PERSONNEL

1. Development of the FMOM is a DepEd project with support from the World Bank (WB) that was completed on 31 March 2016. This manual outlines the systems and procedures of financial operations and other related management practices to be observed by DepEd Implementing Units (Central Office, Regional Offices, Division Offices and Schools) and Non-Implementing Units. It conforms to existing government standards, rules and regulations as provided for by the Commission on Audit (COA), the Department of Budget and Management (DBM), the Bureau of Treasury (BT) and other government regulatory bodies. Having completed the FMOM, DepEd must now roll-out this manual to intended users and conduct training on how to maximize its use.

2. With the end-goal of ensuring that the operational procedures are uniformly and strictly observed by financial management (FM) practitioners as written out in the manual, a Training for Budget and Finance Personnel and newly appointed School Heads is in accordance with the proper implementation of the Government Accounting Manual (GAM). The design of the training will include the following strategies and activities:

- To conduct a training for all Budget and Finance Personnel and newly appointed School Heads.
- To familiarize the Budget and Finance Personnel especially the newly appointed Administrative Assistants and School Heads on the proper recording, accounting and how to liquidate cash advances and other cash transferred/granted by Division Offices and other receipts in accordance with GAM.
- To use the Financial Management Operations Manual (FMOM) as a guide for DepEd's financial activities.
- To conduct a feedback mechanism (training impact/monitoring) indispensable for the assessment of the whole training program.

References: Budget and Finance Section
To be indicated in the Perpetual Index under the following subjects:
Orientation Accounting Memo

ORIENTATION OF THE FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) TO NEWLY-HIRED ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III AND NEWLY-APPOINTED SCHOOL HEADS

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City

DIVISION MEMORANDUM  
No. 913 s. 2019  
October 25, 2019

EnCLS:
References: Budget and Finance Section
To be indicated in the Perpetual Index under the following subjects:
Orientation Accounting Memo

ORIENTATION OF THE FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) TO NEWLY-HIRED ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III AND NEWLY-APPOINTED SCHOOL HEADS

Digos Street cor. Lopez Jaena Street, Zone 3, Digos City 8002 | (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
Email: depedcity@deped.gov.ph
3. This activity will be held on November 12-14, 2019 in Digos City (specific venue to be announced). Expected participants to this seminar-workshop are all the Budget and Finance Personnel and newly appointed School Heads.

4. Expenses incident to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Each participant should bring one laptop and extension cords which will be used for the whole duration of the activity.

5. Please see attached program of activities.

6. Immediate dissemination of and compliance with this memorandum is desired.

Winnie E. Batoon, Ed.D., CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

EnCLS:
References: Budget and Finance Section
To be indicated in the Perpetual Index under the following subjects:
Orientation Accounting Memo
ORIENTATION OF THE FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) TO NEWLY-HIRED ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III AND NEWLY-APPOINTED SCHOOL HEADS

Rocas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 (082) 553-8396 | (082) 553-8376 | (082) 553-8170 | (082) 553-8375
www.deped.gov.ph | digos.city@deped.gov.ph
DAY 3: November 14, 2019
BUDGET AND FINANCE PROCESSES

Session VII: (08:00 AM-09:30 AM)
SALARIES AND WAGES

Resource Speaker:
Mary Sol S. Rosalita
Administrative Assistant III

Session VIII: (09:30 AM-10:00 AM)
REMITTANCES

Resource Speaker:
Genie Pius/Ruby Arriate
Administrative Assistant III/ Administrative Assistant II

(12:00 PM-01:00 PM)
LUNCH BREAK

Session IX: (01:00 AM-02:00 NN)
EFRS

Resource Speaker:
Bonafe Cathrine B. Rabaya
Administrative Assistant III

(03:00 PM-05:00 PM)
AWARDING OF CERTIFICATES