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



DIVISION MEMORANDUM
No. 308, s. 2018

April 5, 2018

**Seminar-Workshop on Budget and Finance Processes in accordance with
Government Accounting Manual (GAM) and Computer Literacy**

To: ALL BUDGET AND FINANCE SECTION PERSONNEL
ALNIE FE V. YMALAY (ADMINISTRATIVE ASSISTANT III)
GUY R. MARA-ASIN (ADMINISTRATIVE ASSISTANT III)
VINCENT S. ZAMBRA (ADMINISTRATIVE ASSISTANT II)
ETHEL D. CALVA (ADMINISTRATIVE ASSISTANT II)
XAVIER S. FUENTES (SEPS-PLANNING & RESEACH)
MYHRRA FAYE L. BONTIA (AO V – RECORDS)
ANNALIZA A. ALMAZAN (EPS)

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 (BTr) 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 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.
 - To familiarize the Budget and Finance Personnel especially the newly appointed Administrative Assistants 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.
 - Strengthen the computer proficiency of all Budget and Finance Section.
 - To conduct a feedback mechanism (training impact/monitoring) indispensable for the assessment of the whole training program.
3. This activity will be held on April 13-15, 2018 at DepEd – Schools Division of Digos City Office, Conference Hall, Roxas corner Lopez Jaena St., Digos City. Expected participants to this seminar-workshop are all the Budget and Finance Personnel.

Encls: List Enclosures

References: DepEd Order

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6. In accordance with the Joint Circular Number 2 series 2004 of Civil Service Commission and Department of Budget and Management, personnel are entitled to avail of Compensatory Overtime Credits (COC) for services rendered during this activity which falls on Saturday without the benefit of overtime pay.
7. Immediate dissemination of and compliance with this memorandum is desired.



WINNIE E. BATON, Ed.D., CESE
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

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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. Schedule of program of activities.

TOPIC	TIME	SPEAKER
Day 1 (April 13, 2018) – Government Accounting Manual (GAM)		
PRELIMINARIES - Objectives - House Rules - Leveling of Expectations	8:00 AM – 8:30 AM	Jake Lloyd S. Vencio
Procurement (R.A. 9184)	8:30 AM – 10:00 AM	Annaliza Almazan
Accounting and Recording	10:00 AM – 11:00 AM	Noreliza A. Misal, CPA
Asset Management	11:00 AM – 12:00 PM	Jake Lloyd S. Vencio
LUNCH BREAK	12:00 PM -1:00 PM	
Physical and Financial Reporting	1:00 PM – 2:30 PM	Jake Lloyd S. Vencio
WORKSHOP	2:30 PM – 5:00 PM	
Day 2 (April 14, 2018)– Budget and Finance Processes		
Salaries and Increments	8:00 AM – 9:00 AM	Jake Lloyd S. Vencio
Remittances (PHIC, GSIS)	9:00 AM – 10:00 AM	Jake Lloyd S. Vencio – PHIC Noreliza A. Misal, CPA – GSIS
Records Management	10:00 AM – 11:00 AM	Myhrra Faye L. Bontia
Data-Entry (DV, BIR 2305)	11:00 AM – 12:00 PM	Bonafe Cathrine G. Burgos – DV Jake Lloyd S. Vencio – BIR 2305
LUNCH BREAK	12:00PM – 1:00 PM	
WORKSHOP	1:00 PM – 5:00 PM	
Day 3 (April 15, 2018)– Computer Literacy		
Computer Literacy	8:00 AM – 12:00 PM	Xavier S. Fuentes
LUNCH BREAK	12:00PM – 1:00 PM	
WORKSHOP	1:00 PM – 4:00 PM	
AWARDING OF CERTIFICATES	4:00 PM – 5:00 PM	

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