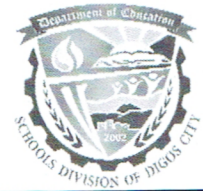




TGA 18-19695

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



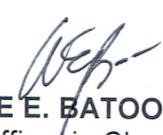
DIVISION MEMORANDUM
No. 975, s. 2018

October 11, 2018

Consultative Meeting/Workshop on the Review and Proposal of Finance Staff

To: NORELIZA A. MISAL, CPA – Accountant III
NEPTUNE L. TAMBILAWAN – Administrative Officer V (Budget)
VINCENT ZAMBRA – Administrative Assistant II

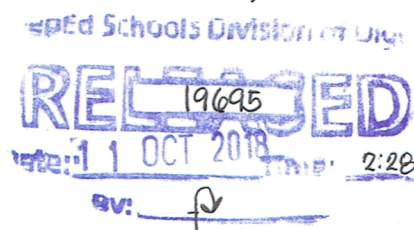
1. In the exigency of the service, you are hereby directed to attend the Consultative Meeting/Workshop on the Review and Proposal of Finance Staff. This is in connection to Memorandum DM-OUFDA no. 2018-028 dated October 8, 2018.
2. This activity will be held on October 21-24, 2018 in Region X Cagayan de Oro, Philippines.
3. The workshop aims:
 - a) To address the needs for additional personnel with the correct/enhanced Terms of Reference (TOR) and Qualification Standard (QS);
 - b) To utilized the remaining available positions for finance;
 - c) To craft/draft clear TOR for new positions for Field Offices.
4. Food, accommodation, and venue shall be charged against OSEC HRD Funds and shall be downloaded to the host Division. Meanwhile, transportation and incidental expenses shall be downloaded to various Regional Offices, chargeable to the same fund.
5. Each participant shall be required to bring the following:
 - a) Individual Performance Commitment and Review Form (IPCRF)
 - b) Office Performance Commitment and Review Form (OPCRF)
 - c) Personnel Services Itemization and Plantilla of Personnel (PSIPOP)
 - d) Laptop and extension cords
6. Attached is the machine copy of the memorandum.
7. Immediate dissemination of and compliance with this memorandum is desired.


WINNIE E. BATON, EdD.

Officer in Charge
Office of the Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

jake lloyd vencio: memorandum title
11 October 2018





Republic of the Philippines
Department of Education

267-97

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM DM-OUFDA-2018-028

TO: All School Division Accountants/Budget Officers/
Personnel Staff
All Regional Office Finance Officers

FROM: VICTORIA L. MEDRANA CATIBOG
Undersecretary

SUBJECT: FUNCTION REVIEW OF FINANCE POSITION

DATE: October 08, 2018

In relation to the abovementioned subject, Consultative Meetings/ Workshop on the Review and Proposal of Finance Staff shall be conducted, information thereof, as follows:

Cluster	Date	Venue
Cluster 1 - Visayas and Mindanao Group	October 21-24, 2018	Cagayan De Oro
Cluster 2 - Luzon Group	November 26-29, 2018	To be announced (TBA)

This workshop aims:

- To address the needs for additional personnel with the correct/ enhanced Terms of Reference (TOR) and Qualification Standard (QS);
- To utilize the remaining available positions for finance;
- To craft/ draft clear TOR for new positions in the Field Offices.

The participants for this activity are the following:

Regional Office (RO): Finance Officer
Schools Division Office (SDO): 1 Accountant, 1 Personnel and 1 Budget Officer
Technical Working Group: ALL Officers of the Association of DepEd
Finance Personnel, Inc. (ADEFPI)

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10/8/18

Participants can check in as early as 2:00 PM of Sunday, October 21, 2018 for Cluster 1, and Monday of November 26, 2018 for Cluster 2. First meal to be served shall be PM snack while the last meal shall be breakfast.

Food, accommodation, and venue shall be charged against OSEC HRD Funds and shall be downloaded to the host Division. Meanwhile, transportation and incidental expenses shall be downloaded to various Regional Offices, chargeable to the same fund.

Each participant shall be required to bring the following:

- a. Individual Performance Commitment and Review Form (IPCRF)
- b. Office Performance Commitment and Review Form (OPCRF)
- c. Personal Services Itemization and Plantilla of Personnel (PSIPOP)
- d. Laptop and extension cords

For immediate dissemination and compliance.

Memorandum
10/2/18