



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



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. BATON, Ed. D.
Officer-in-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23877
DATE: **DEC 05 2018** TIME: **10:07**
BY: 

Encls: as stated

References: Memorandum dated November 28, 2018

To be indicated in the Perpetual Index under the following subjects:

SUBJECT: Roll Out of MS Access Verifier's Ledger and Orientation on the Standard of Approving Loans.

Admin5: Roll Out of MS Access Verifier's Ledger and Orientation on the Standard of Approving Loans.
4 December 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao



DepEd Schools Division of Digos City

REGIONAL MEMORANDUM



RECORDS SECTION

RECEIVED 23877

DATE: DEC 04 2018 TIME: 11:19

BY:

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-DayRoll 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-DayRoll 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:

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

DEPARTMENT OF EDUCATION ROXI
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By:
Date: 11/29/18 Time: 9:21
1811-6781

4. Participants of each division shall confirm their attendance on the said Orientation and submit to Ms. Gena G. Quilana through email address at rpsulldavao@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

ROA18/PSU/mgr

**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

Division Office	Name of Participant/s to attend	Name of Representative to attend in the absence of the said participant

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

