



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



DIVISION MEMORANDUM
No. 948, s. 2019

October 25, 2019

**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 CALAMOHAY - 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 (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 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.

EnCLS:

References: Budget and Finance Section

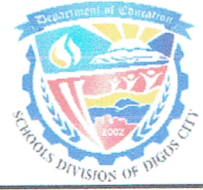
To be indicated in the Perpetual Index under the following subjects:

Orientation Accounting Memo

**ORIENTATION OF THE FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) TO NEWLY-HIRED ADMINISTRATIVE ASSISTANT II AND
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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.


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

DepEd Schools Division of Digos City
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DATE: 25 OCT 2019 TIME: 4:54 PM
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References: Budget and Finance Section

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
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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

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

November 12-14, 2019

This serves as invitation