

MEMORANDA



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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RELEASED
DepEd, Division Office of Catanduanes
RECORDS SECTION
Date: NOV 20 2017
Time: 9:43 A.M.
Initial/Signature: [Signature]

DIVISION MEMORANDUM:

No. 239 s. 2017

TO : All Elementary and Secondary School Principals/School Heads of Non-Implementing Units
Newly Appointed Senior Bookkeepers/Disbursing Officers of The Non-Implementing Units
BAC Chairman/ Property Custodian of Elementary and Secondary Non- Implementing Units
All Other Concerned

FROM : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : **5 Day Live -In SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM)**

DATE : November 8, 2017

1. The Department of Education thru the Regional Office have ordered the Conduct of the Roll-Out of the Financial Management Operations Manual (FMOM) to schools without financial staff, (Non- IUS), on **November 27 to December 1, 2017** at AMENIA Beach Resort.
2. This seminar aims to:
 - To equip the Elementary & Secondary School Heads/Principals, Senior Bookkeepers/Property Custodian, BAC Chairman, Disbursing Officers and other concerned personnel of Non-Implementing Units, the Knowledge on DepEd Financial System with emphasis on PROCUREMENT, (PD 9184), BUDGET, ACCOUNTING, DISBURSING and all other related matters.
3. The expected participants to this activity are the following :
 - * Elementary and Secondary School Principals of Non-IUS
 - * Senior Bookkeepers of Non-IUS (newly hired)-Non-IUS
 - * Disbursing Officers of Non-IUS (newly hired) Non-IUS
 - * Procuring Officers of the School/ Property Custodians-Non-IUS
 - * All Others Concerned
4. Meals and accommodation, training kit, and other contingencies shall be charged against the downloaded funds from the Central Office, hence no registration fee shall be collected while the transportation expenses to be incurred by the the participants will be charged to their respective MOOE subject to the existing budgeting, accounting, and auditing rules and regulations.
5. First meal shall be Dinner on Day 0 (Nov. 26) and last meal shall be lunch of Day 5.
6. Participants from Virac, San Andres, Bato and San Miguel shall be serviced by a shuttle bus from Virac Town Center to the venue and back while participants from Pandan, Caramoran, Bagamanoc, Panganiban, Viga, Gigmoto and Baras shall stay-in.

7. Day 1 -First Session (November 27) will be at CSC Auditorium. A shuttle bus will be available for service after the session for those participants who are stay-in.
8. A separate advisory will be issued later for the groupings/batch.
9. For information, guidance and compliance.



Below is the List of Participants by Batch/Group:

GROUP 1 * Principals /School Heads and Property Custodians of the following Elementary/Secondary Schools:

- Bagamanoc North	6 x 2	= 12
- Bagamanoc South	7 x 2	= 14
- Baras North	6 x 2	= 12
- Baras South	10 x 2	= 20
- Gigmoto	7 x 2	= 14
- All Non-Implementing Units		
Secondary Schools	30x 2	= 60
- Newly Appointed Senior Bookkeepers		= 31
-Newly Appointed Disbursing Officers		= 30

TOTAL : 193

GROUP 2 * Principals/School Heads and Property Custodians of the following Elementary Schools:

- Bato East	12 x 2	= 24
- Bato West	6x 2	= 12
- Viga East	10 x 2	= 20
- Viga West	18 x 2	= 36
- San Miguel North	13 x 2	= 26
- San Miguel South	10 x 2	= 20
- Caramoran North	10x 2	= 20
- Caramoran South	12 x 2	= 24

TOTAL : 182

GROUP 3 * Principals/School Heads and Property Custodians of the following
Elementary Schools:

- Pandan East	9 x 2 = 18
- Pandan West	13 x 2 = 36
- San Andres East	12 x 2 = 24
- San Andres West	18 x 2 = 36
- Virac North	20 x 2 = 40
- Virac South	23 x 2 = 46

TOTAL : 200

NOTE:

1. November 26, 2017 - Check-in time - 4:00pm
2. November 27, 2017 - First Session will be at CSC Auditorium
3. November 28, 2017 till the last day will be at Amenia Beach Resort,
Palawig, San Andres, Catanduanes