DIVISION MEMORANDUM
No. 16 s., 2015

DIVISION CLUSTERED RE-ORIENTATION AND TRAINING-WORKSHOP ON FINANCIAL MANAGEMENT & SCHOOL-BASED PLANNING

TO:  PUBLIC SCHOOLS DISTRICT SUPERVISORS
      ELEMENTARY SCHOOL HEADS & FINANCE OFFICERS
      SCHOOL HEADS AND FINANCE OFFICER OF NATIONAL HIGH SCHOOLS
      SENIOR BOOKKEEPERS OF SCHOOL DIVISION OFFICE

1. In line with the objective of improving Financial Management Process in schools, a Division Re-Orientation and Training-Workshop on Financial Management & School- based Planning will be held in Two (2) Clusters on February 5 and 6, 2015 at Schools Division Office Fall C.

2. The clustered participants for this training-workshop are the following:
   - Elementary School Heads and Finance Officers
   - School Head and Finance Officer of National High Schools
   - Senior Bookkeepers of School Division Office

3. The following are the clustering schedule:
   - Cluster 1 (February 5, 2015): Elementary & National High Schools in
     1. Pandan  - 54
     2. Camarangan - 55
     3. Bagamanoc - 42
     4. Viga  - 93
     5. Parangan - 21
     6. Sigmate - 13
     7. Baras  - 24
     124
   - Cluster 2 (February 5, 2015): Elementary & National High Schools in
     1. San Miguel - 53
     2. Bato  - 38
     3. Virac  - 84
     4. San Andres - 52
     194

Senior Bookkeepers shall likewise attend the scheduled training for 2 days.

4. A registration fee of Two Hundred Fifty pesos (P250.00) shall be deducted from School MOOE to cover 2 snacks and 1 lunch. Actual amount for transportation expenses are chargeable against school funds subject to usual accounting and auditing rules and regulations.

5. Compliance to this Memorandum is hereby desired.

[Signature]
JOSE L. DONCILLO, CESO VI
Schools Division superintendent

To be indicated in the Perpetual Index under the following subjects:
Training School Heads Workshop