



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



April 12, 2023

Division Memorandum
No. 141, s. 2023

TO: Administrative Assistant II and III
Administrative Officers II
All others concerned

FINANCE PIR

1. As part of our commitment to continuous learning and professional development, the Finance Unit will be conducting a seminar/workshop for ADAS II & III and AO II on April 18 -19, 2023. The seminar aims to enhance knowledge and skills of DepEd Personnel in financial matters and updates in DepEd.
2. Participants are the following:

	DAY 1 (BCS Gym)	DAY 2 (ADAS Office)
Accounting Office Personnel	6	5
ADAS II (Field)	16	16
ADAS III (Field)	12	12
AO II	41	
ADAS II (Agbannawag NHS)	1	
ADAS III (Agbannawag NHS)	1	1
Speakers	3	1
Budget Office		3
Total	80	38

3. Immediate dissemination of this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



TRAINING MATRIX

TIME	ACTIVITIES	Person/s Responsible
DAY 1		
07:30 - 08:00	Arrival & Registration	
08:01 - 08:30	Opening Program	
08:31 - 10:00	SIP and AIP Overview	Planning Officer Efren Y. Danag
10:01 - 11:30	APP and PPMP	AO IV Welda Buslig
11:31 - 12:00	Uses of MOOE (DO No. 008, s. 2019)	Accountant III Sixto D. Lang-ay, Jr.
12:01 - 01:00	Lunch	
01:01 - 02:30	Procurement and Recording of Supplies & Equipment	AO IV James Dayao
02:31 - 05:00	-Management of Cash Advances (DO No. 029 s. 2019) -Travel Expenses (Do No. 043, s. 2022 & DO No. 046, s. 2022) -Unnecessary Expenses -Fidelity Bond -Deadlines on Financial Concerns (Division Memo No. 122, s. 2023) -Financial Literacy	Accountant III Sixto D. Lang-ay, Jr.
DAY 2		
08:00 - 08:45	-IPCRF	Accountant III Sixto D. Lang-ay, Jr.
08:46 - 10:00	Liquidation Reports	ADAS III Gilbert Dela Cruz
10:01 - 11:00	Report of Checks Issued (RCI) and Cash Book Preparation	AO II Marilyn Ambong
11:01 - 11:30	Bank Reconciliation Statement	Accountant III Sixto D. Lang-ay, Jr.
11:31 - 12:00	Status of MOOE Utilization	Accountant III Sixto D. Lang-ay, Jr.
12:01 - 01:00	Lunch	
01:01 - 01:30	Sharing of Best Practices as ADAS	ADAS III Bernadette Belandres AO II Joan Banggawan
01:31 - 03:30	Workshop	
03:31 - 05:00	MOOE Web Based System	ADAS III Gilbert Dela Cruz ADAS II Maureen Martinez
	End	