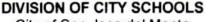


Republic of the Philippines **DEPARTMENT OF EDUCATION** Region III



City of San Jose del Monte website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815



RELEASED SEC 05 2017 By:

DO CSJDM

Records Unit

Division Memorandum No. 233 s. 2017

Assistant Schools Division Superintendent To:

> Chief Education Program Supervisor Public Schools District Supervisor School Heads of Elementary Schools

School Heads of Non-fiscally Autonomous Secondary Schools

SDO Finance Personnel All Others Concerned

From:

SHPS GERMÉLINA H. PASCUAL, CESQ V Schools Division Superintendent A

DIVISION SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT OPERATIONS MANUAL

(FMOM) FOR NON-IMPLEMENTING UNITS

Date: December 4, 2017

This is to announce the conduct of Division Seminar-Workshop on Financial Management Operations Manual (FMOM) for Non-Implementing Units on December 13-15, 2017 at St. Agatha Resort Hotel, St. Agatha Homes, Sta. Rita, Guiguinto, Bulacan.

The objectives of the activity are as follows:

- 2.1 Improve school performance and to equip School Heads and other School Finance Personnel with knowledge about concepts, methods and procedures of a simplified fund management;
- 2.2 Know the basic flow of funds to and from different sources (DBM, BTr, CO, RO, SDO and schools) and within DepEd governance structure;
- 2.3 Broaden participants' understanding on financial management operations and the overall processes including policies and procedures of accounting/disbursement of government funds;
- 2.4 Enhance knowledge and skills on the content processes on preparation of financial statements and other financial reports;
- 2.5 Learn other management practices to be applied consistently throughout the department ensuring the quality, completeness and timeliness in submission of financial reports.;
- 2.6 Encourage community stakeholders at the school level in understanding basic fund management and operations in government.
- Participants to this activity are School Heads, Property Custodians/Disbursing Officers and Bookkeepers/Teachers in-charge of liquidation reports of Elementary and Secondary Schools classified as Non-Implementing Units.
- 4. Expenses relative to the conduct of this activity such as meals, accommodation and other incidental expenses shall be charged against Schools Division Fund, subject to the usual accounting and auditing rules and regulations.
- Participants are advised to bring School Improvement Plan (SIP), Annual Improvement Plan (AIP) for FY2018, School Budget and Disbursement Program, laptop computers and extension cords.
- Enclosed is the Matrix of the seminar. Opening Program starts at 8:00 A.M.
- Immediate dissemination of this Memorandum is earnestly desired.



" ${\Bbb C}$ ollaborating with our ${f L}$ eaders, ${\Bbb C}$ aring for our ${f L}$ earners'





Republic of the Philippines DEPARTMENT OF EDUCATION Region III

DIVISION OF CITY SCHOOLS

City of San Jose del Monte





website: www.depedcsjdm.webs.com / e-mail: deped csjdm@yahoo.com / telefax: (044) 815-28

Enclosure No. 1 to Division Memorandum No. 233 s. 2017

DIVISION SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) FOR NON-IMPLEMENTING UNITS

St. Agatha Resort Hotel Sta. Rita, Guiguinto, Bulacan December 13-15, 2017

TRAINING MATRIX

	Day 1 December 13, 2017	Day 2 December 14, 2017	Day 3 December 15, 2017
8:00 - 8:30	Opening Program	Management of Learning	Management of Learning
8:30 – 10:00	Overview of Financial Management Operations Manual	Provident Fund	Liability Management Financial Reporting
10:00 – 12:00	Budget Process	School-Based Financial Management	Overview of Budget Monitoring System (BMS) and
12:00 - 1:00	LUNCH BREAK		
1:00 – 3:00	Asset Management and Procurement Review of R.A. 9184	SIP/AIP Issues and Trends	Overview of Enhanced Financial Reporting System (EFRS)
3:00 - 5:00	Revenue and Other Receipts	Presentation of SIP/AIP	Wrap Up/Closing Program



