



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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Division Memorandum
No. **233** s. 2017

To: Assistant Schools Division Superintendent
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: **GERMELINA H. PASCUAL, CESQ V**
Schools Division Superintendent

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

Date: December 4, 2017

1. 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.
2. 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.
3. 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.
5. 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.
6. Enclosed is the Matrix of the seminar. Opening Program starts at 8:00 A.M
7. Immediate dissemination of this Memorandum is earnestly desired.



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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



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