



Department of Education
Region I
Schools Division Office of Alaminos City

February 11, 2020
Division Memorandum No. 091, s. 2020

RE-ORIENTATION ON THE MANAGEMENT OF SCHOOL FUNDS PURSUANT TO DEPED ORDER NO. 8, S. 2019 AND PROVISION OF TECHNICAL ASSISTANCE ON THE MAINTENANCE OF SCHOOL BANK ACCOUNTS FOR NON-IMPLEMENTING UNITS AS PER DEPED ORDER 29, S. 2019

To: School Heads of Non-Implementing Units (41)
Administrative Assistants of Elementary Clusters and 189 Schools (8)
Senior Bookkeepers in-charge of liquidations (5)

1. Please be informed that the Division of Schools Division Office of Alaminos City, Accounting Unit, will conduct a technical assistance training on **February 26, 2020 (Wednesday), 8:00AM to 5:00PM at SDO Library Hub.**
2. The objectives of this activity are the following:
 - discuss the **DepEd Order 8, s. 2019** Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses (MOOE) Allocation of Schools, Including Other Funds Managed by Schools in connection to the **DepEd Order 29 s. 2019** entitled "Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019 staffs -1;"
 - ensure that school heads and the financial are aware of their responsibilities when it comes to proper fund management and their roles in delivering quality service to our clients through correct spending/disbursement and liquidation of school MOOE;
 - answer queries by the schools heads with regards to the policies stated (including submitted questions through google forms), and
 - strengthen financial systems which enables the agency to secure school funds.
3. Registration fee is **P 650.00 per participant which covers 2 snacks, 1 meal and training materials**, chargeable to local funds and subject to accounting rules and regulations. **Please pay at the cash unit on these schedules:**

NON-IUS	Registration Schedule @Cash Unit
CLUSTER 1 & 2	February 18, 2020 (Tuesday)
CLUSTER 3 & 189 Schools	February 19, 2020 (Wednesday)

The early registration is to ensure that training materials will be procured on time and that it will be included on your February downloading. **Kindly follow the schedules and make sure to set your appointments online.**

4. Please see the attached list of participants.
5. Compliance of all concerned is enjoined.


LORNA G. BUGAYONG PhD, CESO VI
Schools Division Superintendent

COURSE AGENDA

RE-ORIENTATION ON THE MANAGEMENT OF SCHOOL FUNDS PURSUANT TO DEPED ORDER NO. 8, S. 2019 AND PROVISION OF TECHNICAL ASSISTANCE ON THE MAINTENANCE OF SCHOOL BANK ACCOUNTS FOR NON-IMPLEMENTING UNITS AS PER DEPED ORDER 29, S. 2019

February 26, 2020 Schools Division Office of Alaminos City Library Hub

DATE	TIME	SESSION TITLE(S)	RESOURCE PERSON(S)
FEBRUARY 26 2020	8:00 – 8:20	Registration and Opening Activities	DIANA MARIE G. OIGUAN Senior Education Program Specialist Human Resource and Development Unit Schools Governance and Operations Division
		Roll Call	ARTURO R. VIRAY EdD Chief Education Supervisor Schools Governance and Operations Division
		Opening Message	LORNA G. BUGAYONG PhD, CESO VI Schools Division Superintendent
	8:30 – 12:00	SESSION 1: Basic Concepts And Terminologies for Cash Advances and Bank Accounts How to Use LBP Online Services? How to Facilitate Checking Transactions? Techniques To Improve The Preparation Of Liquidation Reports Through ICT	APPLE GRACE R. BENIOLA Administrative Assistant III Accounting Unit Office of the Schools Division Superintendent (OSDS)
	1:00 – 3:00	SESSION 2: Provide lecture proper on the Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses (MOOE) Allocation of Schools, Including Other Funds Managed by Schools	NELSON R. NACAR, CPA Accountant III Accounting Unit Office of the Schools Division Superintendent (OSDS)
	3:00 – 5:00	Open Forum	

Morning snack – 10 to 10:15 AM

Lunch Break – 12 NN to 1 PM

Afternoon Snacks – 3 to 3:15 PM

PARTICIPANTS

RE-ORIENTATION ON THE MANAGEMENT OF SCHOOL FUNDS PURSUANT TO DEPED ORDER NO. 8, S. 2019 AND PROVISION OF TECHNICAL ASSISTANCE ON THE MAINTENANCE OF SCHOOL BANK ACCOUNTS FOR NON-IMPLEMENTING UNITS AS PER DEPED ORDER 29, S. 2019
February 26, 2020

School Heads			School Heads		
1	Leila T. Capitle	Alaminos CS	29	Nancy C. Bravo	San Jose ES
2	Ligaya R. Ison	Alos ES	30	Stephanie P. Ferrer	San Roque ES
3	Emelyn D. Razote	Amandiego ES	31	Shirley P. Enerva	San Vicente ES
4	Frelinda N. Medrano	Amangbangan ES	32	Josephine L. Adviento	Sta. Maria ES
5	Jackeline R. Bermundo	Balangobong ES	33	Gladys C. Maizano	Tangarang ES
6	Jinky F. Ubando	Balayang ES	34	Diana E. Gerolaguin	Tawintawin ES
7	Nancy A. Balgua	Baleyadaan ES	35	Amparo C. Reynaldo	Telbang ES
8	Belinda P. Rabanillo	Bisocol ES	36	Marites R. Rabaja	Victoria ES
9	Digna R. Basobas	Bolaney ES	37	Edward B. Finez	Pangapisan IS/Longos ES
10	Genalyn M. Tobias	Bued ES	38	Ronald R. Balgua	Cayucay NHS
11	Noel A. Gerolaguin	Cabatuan ES	39	Robert V. Flores	Ildefonso QCHS
12	Elizabeth A. Tandec	Cayucay ES	40	Jose Gerardo R. Garcia	Inerangan NHS
13	Concepcion R. Caracas	Dulacac ES	41	Ruby Lee T. Pison	Polo NHS
14	Bernard P. Bacolcol	Inerangan ES	Administrative Assistants		
15	Geraldine T. Raon	Landoc ES	42	Genedine Grace S. Añonuevo	Cayucay NHS
16	Dexter G. Domaguin	Linmansangan ES	43	Angelito D. Ranit	Ildefonso QCHS
17	Rosemarie E. Sison	Lucap ES	44	Gerald R. Gacutan	Inerangan NHS
18	Florence B. Perez	Maawi ES	45	Rovie R. Tapeç	Pangapisan IS
19	Rolando R. Viray	Magsaysay ES	46	Maureen R. Ocampo	Polo NHS
20	Sherryl R. Valdez	Maliga ES	47	Luida R. Bombasi	Popantay ES
21	Jimmy Brondial	Mona ES	48	Adrian R. Rabanillo	SDO
22	Virginia T. Anselmo	Palamis ES	49	Jerry R. Cabatic	SDO
23	Gina R. Mendez	Pandan ES	50	Jeannie Rose V. Cabunot	SDO
24	Zita C. Balgua	Pogo ES	51	John Carlo V. Santiago	SDO
25	Cherrie G. Sindayen	Polo ES	52	Alyssa Marie S. Marcelo	SDO
26	Mansour B. Ragudos	Popantay ES	53	Arianne Lee B. Pobletin	SDO
27	Brando A. Cabatbat	Quibuar ES	54	Henry O. Catabay	SDO
28	Jerry R. Jimenez	Sabangan ES	55	Nicanor L. Navarro	SDO