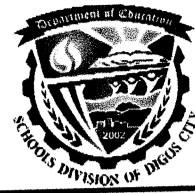




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 747, s. 2017

October 6, 2017

Seminar-Workshop on the Utilization of the Financial Management Operations Manual (FMOM) as a guide for the systems and processes of the financial operations and other financial management practices by Non-Implementing Units (Schools with no financial staff)

To: ALL SCHOOL HEADS (non-implementing elementary, junior and senior high schools)
ALL DESIGNATED BOOKKEEPERS
ALL BAC CHAIRMEN

1. Development of the FMOM is a DepEd project with support from the World Bank (WB) that was completed on 31 March 2016. This manual outlines the systems and procedures of financial operations and other related management practices to be observed by DepEd Implementing Units (Central Office, Regional Offices, Division Offices and Schools) and Non-Implementing Units. It conforms to existing government standards, rules and regulations as provided for by the Commission on Audit (COA), the Department of Budget and Management (DBM), the Bureau of Treasury (BTr) and other government regulatory bodies. Having completed the FMOM, DepEd must now roll-out this manual to intended users and conduct training on how to maximize its use.
2. With the end-goal of ensuring that the operational procedures are uniformly and strictly observed by financial management (FM) practitioners as written out in the manual, a Training for Non-Implementing Units (Non-IUs) is very timely with the implementation of the Government Accounting Manual (GAM) effective 01 January, 2016. The design of the training will include the following strategies and activities:
 - To conduct a training for 41,594 schools - with 3 participants for every schools including school heads.
 - To familiarize the school heads especially schools without financial staff on the proper recording, accounting and how to liquidate cash advances and other cash transferred/granted by Division Offices and other receipts in accordance with GAM.
 - To use the Financial Management Operations Manual (FMOM) as a guide for DepEd's financial activities and
 - To conduct a feedback mechanism (training impact/monitoring) indispensable for the assessment of the whole training program.
3. This activity will be held on October 12-14, 2017 at Ritz Hotel at Garden Oases, Porras Street, Bo. Obrero, Davao City. Expected participants to this seminar-workshop are the school heads of non-implementing units, designated bookkeepers and Bids and Awards Committee (BAC) chairpersons (See attached list of participants).
4. Expenses incident to this activity shall be charged against downloaded HRTD Fund from the Central Office while traveling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Each school should bring one laptop and extension cords which will be used for the whole duration of the activity. The

Encls: List Enclosures

References: DepEd Order

To be indicated in the Perpetual Index under the following subjects:
SUBJECT

jake lloyd vencio: memorandum title
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DepEd Schools Division Office

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first meal to be served is snack (AM) on October 12, 2017 while the last meal is snack (PM) on October 14, 2017. Budget and Finance Section personnel are allowed to travel the day before and after the activity to take care of the venue preparation and finalization of Seminar Accomplishment Report documents.

5. Schedule of program of activities.


| Day | Activities |
|-----|--|
| 1 | 8:30 – 9:00 FMOM Overview Objectives Leveling of Expectations |
| | 9:00 – 10:30 School-based Financial Management Overview viz. SIP/AIP |
| | 10:30 – 5:00 Procurement Process (RA 9184) |
| 2 | 8:30 – 5:00 School-based Financial Management Processes <ul style="list-style-type: none"> • School Planning/Budgeting • Cashiering and Disbursement • Accounting and Recording • Asset Management • Physical and Financial Reporting (Liquidation Report) |
| 3 | 8:30 – 12:00 WORKSHOP: Preparation of Liquidation Report Presentation of Workshop Outputs |
| | 1:30 – 5:00 Wrap-Up Closing |

6. In accordance with the Joint Circular Number 2 series 2004 of Civil Service Commission and Department of Budget and Management, personnel are entitled to avail of Compensatory Overtime Credits (COC) for services rendered during this activity which falls on Saturday without the benefit of overtime pay.

7. Immediate dissemination of and compliance with this memorandum is desired.

8. Strict compliance on the number of participants and number of laptops shall be observed. See attached list of participants. For other concern please contact the following direct numbers of the Budget and Finance Section:

- Landline – (082)553-8376
- Mobile - +639302997615


 WINNIE E. BATOON, EdD
 Officer in Charge
 Office of the Schools Division Superintendent

Encls: List Enclosures
 References: DepEd Order
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Seminar-Workshop on the Utilization of the Financial Management Operations Manual (FMOM)

| ROSTER OF PARTICIPANTS | | | |
|------------------------------|-----------------------------------|-------------|------------------------|
| | NAME OF SCHOOL | School Head | Designated Bookkeepers |
| A. ELEMENTARY SCHOOLS | | | |
| 1 | Aplaya ES | 1 | 1 |
| 2 | Apolandia ES | 1 | 1 |
| 3 | Arcaflor Maniapao ES | 1 | 1 |
| 4 | Badiang ES | 1 | 1 |
| 5 | Bagumbuhay ES | 1 | 1 |
| 6 | Balabag ES | 1 | 1 |
| 7 | Binaton ES | 1 | 1 |
| 8 | Casildo B. Nonol, Sr. ES | 1 | 1 |
| 9 | Cogon ES | 1 | 1 |
| 10 | Colorado ES | 1 | 1 |
| 11 | Damñas ES | 1 | 1 |
| 12 | Dawis ES | 1 | 1 |
| 13 | Digos City CES | 1 | 1 |
| 14 | Domingo Abawag ES | 1 | 1 |
| 15 | Don Mariano Marcos ES | 1 | 1 |
| 16 | Dulangan ES | 1 | 1 |
| 17 | Federico Alferez ES | 1 | 1 |
| 18 | Gaudioso Reusora CES | 1 | 1 |
| 19 | Igpit ES | 1 | 1 |
| 20 | Isaac Abalayan ES | 1 | 1 |
| 21 | Jolencio R. Alberca ES | 1 | 1 |
| 22 | Kibanban ES | 1 | 1 |
| 23 | Lungag ES | 1 | 1 |
| 24 | Mahayahay ES | 1 | 1 |
| 25 | Marawer ES | 1 | 1 |
| 26 | Matti ES | 1 | 1 |
| 27 | Necencio A. Isidro ES | 1 | 1 |
| 28 | Pedro Basalan ES | 1 | 1 |
| 29 | Pedro S. Garcia ES | 1 | 1 |
| 30 | Ramon Magsaysay CES | 1 | 1 |
| 31 | Ranao ES | 1 | 1 |
| 32 | Remedios N. Saplala ES | 1 | 1 |
| 33 | Rizal CES | 1 | 1 |
| 34 | Ruparan ES | 1 | 1 |
| 35 | San Miguel ES | 1 | 1 |
| 36 | Soong ES | 1 | 1 |
| | Total - Elementary Schools | 36 | 36 |
| B. SECONDARY SCHOOLS | | | |
| 1 | Kapatagan NHS | 1 | 1 |
| 2 | Ruparan NHS | 1 | 1 |
| 3 | Digos City NHS - Igpit HS Annex | 1 | 1 |
| 4 | Digos City NHS - Matti HS Annex | 1 | 1 |
| 5 | Digos City NHS - Balabag HS Annex | 1 | 1 |
| 6 | Digos City NHS - Soong HS Annex | 1 | 1 |
| 7 | SHS- Stand Alone | 1 | 1 |
| | Total - Secondary Schools | 7 | 7 |

| ROSTER OF PARTICIPANTS | |
|---------------------------------|--------------|
| | BAC Chairman |
| A. ELEMENTARY SCHOOLS | |
| Digos Occidental | |
| Arcaflor ES & Colorado ES | 1 |
| Balabag ES & Mahayahay ES | 1 |
| Damñas ES & Dulangan ES | 1 |
| Digos City CES | 1 |
| Domingo A. ES & Jolencio ES | 1 |
| Federico ES & Ranao ES | 1 |
| Lungag ES & C. Nonol ES | 1 |
| Remedios N. Saplala ES | 1 |
| Pedro Basalan ES | 1 |
| Ruparan ES | 1 |
| Sub-Total | 10 |
| Digos Oriental | |
| Aplaya ES | 1 |
| Cogon ES | 1 |
| Dawis ES | 1 |
| Don Mariano Marcos ES | 1 |
| Pedro S. Garcia ES | 1 |
| Isaac Abalayan ES | 1 |
| Kibanban ES & Badiang ES | 1 |
| Ramon Magsaysay CES | 1 |
| San Miguel ES | 1 |
| Bagumbuhay ES & Igpit ES | 1 |
| Sub-Total | 10 |
| Mt. Apo | |
| Apolandia ES | 1 |
| Binaton ES, Matti ES & Soong ES | 1 |
| Gaudioso Reusora CES | 1 |
| Marawer ES | 1 |
| Necencio A. Isidro ES | 1 |
| Rizal CES | 1 |
| Sub-Total | 6 |
| B. SECONDARY SCHOOLS | |
| Kapatagan NHS | 1 |
| Ruparan NHS | 1 |
| SHS-Stand Alone | 1 |
| Soong & Balabag Annex | 1 |
| Igpit | 1 |
| Matti | 1 |
| Sub-Total | 6 |
| Grand Total | 32 |