



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 626, s. 2021

October 29, 2021

**VIRTUAL CONDUCT OF UPSKILLING ON PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES TO DEPED NON-IMPLEMENTING UNITS (NON-IUS) FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PROGRAM FUNDS PURSUANT TO COA, DBM AND DEPED JOINT CIRCULAR NO. 2019-1**

To: SCHOOL HEADS OF NON-IMPLEMENTING UNITS – ELEMENTARY SCHOOLS  
SCHOOL HEADS OF NON-IMPLEMENTING UNITS – JUNIOR HIGH SCHOOLS  
SCHOOL HEADS OF NON-IMPLEMENTING UNITS – SENIOR HIGH SCHOOLS  
DESIGNATED SCHOOL BAC  
SCHOOL BOOKKEEPERS  
ACCOUNTING SECTION PERSONNEL  
CASH SECTION PERSONNEL

1. The Department of Budget and Management (DBM) in collaboration with the Bureau of the Treasury (BTr) and the Commission on Audit (COA) is implementing a Public Financial Management (PFM) Reform Program to enable the government to streamline processes, promote stronger financial accountability, and fully execute the authorized annual appropriations to promote growth and reduce poverty.
2. A key objective of the PFM Reform Program is to install better cash management in government which will allow the BTr to strengthen the monitoring and management of government funds maintained outside of the Treasury Single Account (TSA) and the MDS; and
3. Under the existing set up, cash advances to the School Heads of non-IUs for school operations and program funds constitute a sizeable amount. The DBM-DepEd Joint Circular No. 2004-1, Guidelines on the Direct Release of Funds to DepEd Regional Offices and Implementing Units, prescribes, among others, that the cash requirements of DepEd Non-IUs shall be released to the respective School Heads by the Schools Division Offices (SDOs) through cash advance.
4. With the end-goal of ensuring that the operational procedures are uniformly and strictly observed, a training for the school heads will be orchestrated in accordance with the DepEd Order No. 29 s. 2019 pursuant to COA, DBM and DEPED Joint Circular No. 2019-1. The design of the training will include the following strategies and activities:
  - a. To provide procedures for the implementation of the provisions of the said Joint Circular on the proper monitoring, recording, and accounting of financial transactions of all non-IUs.






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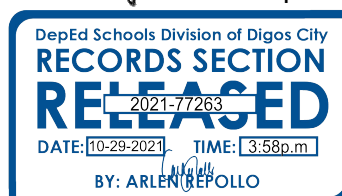
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- b. To use the Financial Management Operations Manual (FMOM) as a guide for DepEd's financial activities.
  - c. To conduct a feedback mechanism (training impact/monitoring) indispensable for the assessment of the whole training program.
5. This activity will be held on **November 18, 2021**, from 8:30AM – 4:00 PM via google meet link <https://meet.google.com/jiu-ucgd-gaa>.
  6. Attendance is a must; no proxy is allowed.
  7. Immediate dissemination of and compliance with this memorandum is desired.

For and in the absence of the Schools Division Superintendent:

  
10/29/21  
**BASILIO P. MANA-AY, JR.**  
Assist. Schools Division Superintendent





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**NOVEMBER 18, 2021**

**8:30AM TO 4:00PM**

**INDICATIVE PROGRAM OF ACTIVITIES**

Time	Particulars	Person Responsible
8:30 AM – 9:00 AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn  Roll Call of Participants  Welcome Remarks  Message	AVP  EMCEE  Basilio P. Mana-ay, Jr. ASDS  Cristy C. Epe SDS
9:00AM – 10:00 AM	Management of Cash Advances and Reporting Requirements	AVP
10:00 AM – 11:00 AM	Things you need to know about check preparation	Rosario B. Diamante Administrative Officer IV- Cashier
11:00 AM – 12:00 NN	Open Forum	
12:00 NM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Bank Reconciliation Statement (BRS) Preparation	Noreliza A. Misal Accountant III
2:00PM-3:30PM	Workshop (BRS Preparation)  Points to Remember	Heidi B. Escalona Admin. Assistant III  Bonafe Cathrine B. Rabaya Admin. Officer II
3:30PM – 4:00PM	Closing Prayer	AVP



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