



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2024- 001

To : All School Heads of Non-Implementing Schools  
All Administrative Officer II deployed in Schools  
All Administrative Assistants deployed in Schools  
All concerned

Subject : **ATTENDANCE TO LEVEL UP: BUILDING EXPERTISE IN  
PROCUREMENT AND FINANCIAL MANAGEMENT IN SCHOOLS  
TRAINING**

Date : APRIL 15, 2024

Procurement and financial management are integral components of school administration, directly impacting the allocation of resources, adherence to regulatory standards, and overall operational efficiency. The management has seen the urgency to empower school leaders and staff with the necessary knowledge and skills to navigate complex procurement processes, optimize budget utilization, and ensure compliance with fiscal regulations.

In view of this, you are hereby required to attend the Level Up: Building Expertise in Procurement and Financial Management in Schools Training on April 17-19, 2024 at Mega's World Hotel and Function Hall located at Aurora extension, Prk. Gemilina Centro San Miguel, Digos City.

Each school is required to bring laptops, extension cords and copies of all liquidation documents from January 2024 to present. Liquidation documents will be used during the actual encoding of transactions on the School MOOE Web-Based Monitoring System on April 19, 2024.

Travel expenses shall be charged to MOOE/local funds subject to the usual government accounting, budgeting, and auditing rules and regulations.

Attached, please find the training matrix for your ready reference.

For information, guidance, and compliance.

**By the authority of the SDS:**

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer in Charge



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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**TRAINING MATRIX**

DAY 1	8:00AM-8:30AM	Registration	
	8:30AM-9:30AM	Prefatories House Rules Levelling of Expectations	Maria Leonora P. Salazar Admin. Officer II
	9:30AM-12:00NN	Navigating Procurement's Theoretical Terrain	Clarence S. Pillerin Public Schools District Supervisor
	12:00NN-1:00PM	Lunch Break	
	1:00PM-3:00PM	Unlocking PHILGEPS: From Registration to Reporting Mastery	Qumran M. Loyola Admin. Officer II
	3:00PM-5:00PM	Crafting Success: Key Reminders for RCA & APP Preparation	Cherrie Anne B. Bohol Education Program Supervisor
Day 2	8:00AM-8:30AM	Registration and Management of Learning	
	8:30AM-10:30AM	Banking Basic: A Guide to Smooth Checking Account Maintenance	Jake Lloyd S. Vencio
	10:30AM-12:00NN	Beyond the ink: Verify with Confidence	Danilo M. Ebol, Jr Admin. Officer II  Bonafe Cathrine B. Rabaya Admin. Officer II
	12:00NN-1:00PM	Lunch Break	
	1:00PM-2:00PM	Beyond the ink: Verify with continued	Danilo M. Ebol, Jr Admin. Officer II  Bonafe Cathrine B. Rabaya Admin. Officer II
	2:00PM-5:00PM	Workshop	
Day 3	8:00AM-8:30AM	Registration and Management of Learning	
	8:30AM-10:00AM	School MOOE Web-Based Monitoring System Reorientation	
	10:00AM-12:00NN	Mastering the SMOOE System	Noreliza A. Misal Accountant III
	12:00AM-1:00PM	Lunchbreak	
	1:00PM-5:00PM	Encoding of Transactions to SMOOE System	Noreliza A. Misal Accountant III



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