



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 326

To : SHEENA A. ASARAK
Administrative Officer II

Subject : **CAPACITY BUILDING FOR CASHIERS IN THE CENTRAL,
REGIONAL AND SCHOOLS DIVISION OFFICES**

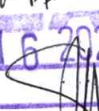
Date : 16 October 2023

This has reference to the unnumbered Memorandum from Undersecretary Nolasco A. Mempin, Undersecretary for Administration, Department of Education Central Office, Meralco Avenue, Pasig City; titled: ***Capacity Building for Cashiers in the Central, Regional and Schools Division Offices*** issued June 19, 2024 relative to the conduct of training for Cashiers in the Central, Regional and Schools Division Office on Cash Management and Control System (SMCS) which shall be provided by the Professional Development Office of the Commission on Audit to be conducted on October 22-26, 2024 at Chali Beach Resort and Conference Center, Cugman, Cagayan de Oro.

In view of the foregoing, you are hereby directed to attend the said training in which you shall be at the venue on October 21, 2024 for the registration at 5:00 o'clock in the afternoon. The departure date will be on October 25, 2025 in which lunch will be serve to the participants.

For immediate dissemination and strict compliance.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: OCT 16 2024 TIME: 2:00 PM
BY: 





Republic of the Philippines
 Department of Education
 DAVAO REGION

LIST OF PARTICIPANTS

No.	NAME	POSITION	DIVISION OFFICE
1.	ALFE MAE N. BESAS	ADAS II	DAVAO ORIENTAL
2.	ROWENA R. MARAVILLOSA	ADAS III	DAVAO DEL NORTE
3.	SHEENA A. ASARAK	AO II	DIGOS CITY
4.	HAZEL B. DACILLO	AO IV	DAVAO DEL SUR
5.	ROSENDAL T. REMEDIOS	AO IV	MATI CITY
6.	JOY P. ASPACIO	ADAS III	TAGUM CITY
7.	KATHRYN GAE D. JAYOMA	AO IV	PANABO CITY
8.	JOSHUA C. NUDALO	AO II	DAVAO DE ORO
9.	EDGAR JR. C. SABANAL	AO IV	DAVAO OCCIDENTAL
10.	JESYL S. QJIMPAN	ADAS II	IGACOS
11.	JON NEIL E. SINGSON	ADAS III	DAVAO CITY



Republic of the Philippines
Department of Education

11 October 2024

ADVISORY

This refers to the Training on Cash Management and Control System (CMCS) for DepEd Cashiers/Disbursing Officers in the Central, Regional and Schools Division Offices – Batch 4 (Mindanao Regions) to be conducted on **October 21-25, 2024** within Region X.

Please be informed that the venue is **CHALI BEACH RESORT AND CONFERENCE CENTER, Cugman, Cagayan de Oro**.

Participants are advised that Registration is on October 21 at 5:00 pm; first meal to be served is PM Snacks on October 21, while last meal to be served is Lunch on October 25.


For further clarification, please contact Sonia R. De Leon (cellphone no. 09178900616) or Melissa B. Boco (cellphone no. 09958119853), of the Cash Division (02 8633 7220).

For information and guidance. Thank you.


ELLA CECILIA G. NALIPONGUIT

Director III

Administrative Service – Office of the Director





Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-
MEMORANDUM

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

FROM : **NOLASCO A. MEMPIN**
 Undersecretary for Administration

SUBJECT : **CAPACITY BUILDING FOR CASHIERS IN THE CENTRAL,
 REGIONAL AND SCHOOLS DIVISION OFFICES**

DATE : **19 JUNE 2024**

The Department of Education Central Office, through the Cash Division-Administrative Service (CD-AS), will conduct a training for Cashiers in the Central, Regional and Schools Division Offices on Cash Management and Control System (CMCS) to be provided by the Professional Development Office – Commission on Audit (PDO-COA).

Generally, this training aims to enhance the skills and knowledge of Cashiers and disbursing officers on cash management and its internal control systems and in the preparation of reports of collection and disbursement using the forms prescribed in the Government Accounting Manual (GAM). Specifically, it aims to:

- Equip the participants with the application of laws, rules and regulations surrounding the collection and disbursement of government funds;
- Promote and strengthen the knowledge on proper internal control measures in cash management;
- Identify laws and rules including reports that have been prescribed for collections and disbursements; and
- Enhance the participants' understanding of various auditing requirements, laws and regulations pertaining to disbursement of funds and compliance in various transactions.

The training will be conducted in four (4) batches as follows:

	Regions Involved	Proposed Venue (*)	Tentative Schedule (*)
Batch 1	I, II, III & V	Within Region III (SBMA)	Aug 19-23, 2024
Batch 2	IV-A, IV-B, NCR & CAR	Within Region IV-A (Tagaytay City)	Sept 16-20, 2024
Batch 3	VI, VII, & VIII	Within Region VI (Iloilo City or Bacolod City)	Oct 8-12, 2024
Batch 4	IX, X, XI, XII, & CARAGA	Within Region X (Cagayan de Oro City)	Oct 22-26, 2024

(*) inclusive of travel time; specific venue to be announced

Participants for this training are the Cashiers and disbursing officers of the Central, Regional, and Schools Division Offices who have not attended the CMCS training conducted in CYs 2019 and 2022. Attached is the number of slots allotted per region. The Regional Office shall be responsible and is enjoined to fill the slots available to the entire region for this training. In case the participants from the RO and SDO are not enough to fill the allotted slots, the unfilled slots may be filled by disbursing officers in the implementing units. In the same manner, unfilled slots in the Central Office may be filled by staff of the Accounting Division.

Expenses related to this training, to include training fee of the participants, transportation/travelling expenses of participants from the Central Office, Secretariat and training team from the PDO-COA, supplies and materials and contingency, shall be charged to the FY 2024 OPDNTF funds, subject to accounting and auditing rules and regulations. Travel expenses of participants from the Regional Offices (RO) and Schools Division Offices (SDO) shall be charged to their respective funds.

Attached is the program of activities, for reference and guidance.

The names of the participants from the RO, SDO and CO shall be submitted to the Cash Division, through the links provided below:

	Regions Involved	Registration Link
Batch 1	I, II, III & V	https://bit.ly/CMCS_BATCH1_RO_1-2-3-5
Batch 2	IV-A, IV-B, NCR & CAR	https://bit.ly/CMCS_BATCH2_RO4A-4B-NCR-CAR
Batch 3	VI, VII, & VIII	https://bit.ly/CMCS_BATCH3_RO6-7-8
Batch 4	IX, X, XI, XII, & CARAGA	https://bit.ly/CMCS_BATCH4_RO9-10-11-12-CARAGA

For further clarification, please contact Ms. Sonia R. De Leon (09178900616, email - sonia.deleon@deped.gov.ph) or Ms. Melissa B. Boco (09958119853, email - melissa.boco@deped.gov.ph), both from the Cash Division (02-86337220, email - cd.as@deped.gov.ph).

For information and guidance.

**TRAINING ON CASH MANAGEMENT AND CONTROL SYSTEM (CMCS)
FOR CASHIERS/DISBURSING OFFICERS IN THE CENTRAL,
REGIONAL AND SCHOOLS DIVISION OFFICES**

Batch	Regions Involved	No. of Slots*	Schedule**	Proposed Venue
1	I	15	Aug 19 - 23	Within Region III (SBMA)
	II	10		
	III	21		
	V	14		
	CO	2		
	<i>Total</i>	62		
2	IV-A	24	Sept 16 - 20	Within Region IV-A (Tagaytay City - DAP)
	IV-B	8		
	NCR	17		
	CAR	9		
	CO	3		
	<i>Total</i>	61		
3	VI	22	Oct 8 - 12	Within Region VI (Iloilo City or Bacolod City)
	VII	21		
	VIII	14		
	CO	3		
	<i>Total</i>	60		
4	IX	9	Oct 22 - 26	Within Region X (Cagayan de Oro City)
	X	14		
	XI	11		
	XII	10		
	CARAGA	13		
	CO	3		
	<i>Total</i>	60		
		243		

*Includes 1 slot for RO staff

** Inclusive of travel time

**TRAINING ON CASH MANAGEMENT AND CONTROL SYSTEM (CMCS) FOR
CASHIERS / DISBURSING OFFICERS IN THE CENTRAL,
REGIONAL AND SCHOOLS DIVISION OFFICES**

PROGRAM OF ACTIVITIES

- Batch 1 Regions I, II, III and V
 Batch 2 Regions IV-A, IV-B, NCR and CAR
 Batch 3 Regions VI, VII, and VIII
 Batch 4 Regions IX, X, XI, XII, and CARAGA

	Day 1	Day 2	Day 3	Day 4	Day 5	
	<i>Batch 1 - Aug 19</i>	<i>Batch 1 - Aug 20</i>	<i>Batch 1 - Aug 21</i>	<i>Batch 1 - Aug 22</i>	<i>Batch 1 - Aug 23</i>	
	<i>Batch 2 - Sep 16</i>	<i>Batch 2 - Sep 17</i>	<i>Batch 2 - Sep 18</i>	<i>Batch 2 - Sep 19</i>	<i>Batch 2 - Sep 20</i>	
	<i>Batch 3 - Oct 8</i>	<i>Batch 3 - Oct 9</i>	<i>Batch 3 - Oct 10</i>	<i>Batch 3 - Oct 11</i>	<i>Batch 3 - Oct 12</i>	
	<i>Batch 4 - Oct 22</i>	<i>Batch 4 - Oct 23</i>	<i>Batch 4 - Oct 24</i>	<i>Batch 4 - Oct 25</i>	<i>Batch 4 - Oct 26</i>	
6:30		Breakfast	Breakfast	Breakfast	Breakfast	
7:00						
8:00		Accountability and Responsibility over Government Funds	Receipts and Collections	Expenditures and Disbursements	Post Test	
9:00						
10:00					Closing Program	
11:00						
12:00		Lunch	Lunch	Lunch	Lunch	
1:00		Arrival / Registration	Accountability and Responsibility over Government Funds (Continuation)	Receipts and Collections (Continuation)	Rules on Cash Advances	Departure
2:00						
3:00		Opening Program / Statement of Purpose				
4:00						
5:00		Pre-Test				
6:00	Dinner	Dinner / Socials	Dinner	Dinner		
7:00						