




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2024- 907

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 Division Cashiers

**FROM :** **JOCELYN DR ANDAYA**   
 Director IV

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

**DATE :** September 6, 2024

1. The Department of Education Central Office, through the Cash Division-Administrative Service (CD-AS), will conduct a *Training for Cashiers and Disbursing Officers on Cash Management and Control System (CMCS)* to be provided by the Professional Development Office – Commission on Audit on September 16-20, 2024, in Tagaytay City.
2. Participants for this training are the Cashiers and Disbursing Officers of Regional and Schools Division Offices.
3. Travel and other expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Attached is the OUA-OUT Memorandum dated June 19, 2024, for your reference.
5. For information and guidance.



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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:

	<b>Regions Involved</b>	<b>Proposed Venue (*)</b>	<b>Tentative Schedule (*)</b>
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 OPDNTP 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	<a href="https://bit.ly/CMCS_BATCH1_RO_1-2-3-5">https://bit.ly/CMCS_BATCH1_RO_1-2-3-5</a>
Batch 2	IV-A, IV-B, NCR & CAR	<a href="https://bit.ly/CMCS_BATCH2_RO4A-4B-NCR-CAR">https://bit.ly/CMCS_BATCH2_RO4A-4B-NCR-CAR</a>
Batch 3	VI, VII, & VIII	<a href="https://bit.ly/CMCS_BATCH3_RO6-7-8">https://bit.ly/CMCS_BATCH3_RO6-7-8</a>
Batch 4	IX, X, XI, XII, & CARAGA	<a href="https://bit.ly/CMCS_BATCH4_RO9-10-11-12-CARAGA">https://bit.ly/CMCS_BATCH4_RO9-10-11-12-CARAGA</a>

For further clarification, please contact Ms. Sonia R. De Leon (09178900616, email - [sonia.deleon@deped.gov.ph](mailto:sonia.deleon@deped.gov.ph)) or Ms. Melissa B. Boco (09958119853, email - [melissa.boco@deped.gov.ph](mailto:melissa.boco@deped.gov.ph)), both from the Cash Division (02-86337220, email - [cd.as@deped.gov.ph](mailto: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>	<i>62</i>		
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>	<i>61</i>		
3	VI	22	Oct 8 - 12	Within Region VI (Iloilo City or Bacolod City)
	VII	21		
	VIII	14		
	CO	3		
	<i>Total</i>	<i>60</i>		
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>	<i>60</i>		
		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

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	
	<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 <i>(Continuation)</i>	Receipts and Collections <i>(Continuation)</i>	Rules on Cash Advances	
2:00						
3:00		Opening Program / Statement of Purpose				
4:00						
5:00		Pre-Test				
6:00	Dinner	Dinner / Socials	Dinner	Dinner		
7:00						

**REGION NCR  
REGISTRATION  
(CONFIRMED PARTICIPANTS)**

Training on Cash Management and Control System (CMCS) for Cashiers/ Disbursing Officers in the Central, Regional and Schools Division Offices  
**BATCH 2 (Regions IV-A, IV-B, NCR, CAR)**  
**Schedule: September 16-20, 2024**  
**Venue: Tagaytay City (DAP)**

	<b>Name (First Name, Middle Initial, Surname)</b>	<b>Gender</b>	<b>Birthdate</b>	<b>Position</b>	<b>Division Office</b>	<b>Mobile Number</b>	<b>Email Address</b>	<b>Status of participation (Please CONFIRM here po)</b>
1	ABDULAIL SHARON MAY Q.	Female	2/8/1980	Administrative Officer IV	Pasig City	9256020880	<a href="mailto:sharonquarant@rpsd.gov.ph">sharonquarant@rpsd.gov.ph</a>	CONFIRMED
2	ARROBEDA, CERWIN L.	Male	8/11/1988	Administrative Officer IV	Laguna City and Patrons	9338672010	<a href="mailto:cerwin.arrobeda@rpsd.gov.ph">cerwin.arrobeda@rpsd.gov.ph</a>	CONFIRMED
3	GARCIA, MARIANNE B.	Female	1/12/1974	Administrative Officer IV	Calocan City	9222786385	<a href="mailto:mariannegarcia@rpsd.gov.ph">mariannegarcia@rpsd.gov.ph</a>	CONFIRMED
4	NAPUCAO, MARVIC P.	Female	10/25/1982	Administrative Officer IV	Quezon City	91620806631	<a href="mailto:marvicnapucao@rpsd.gov.ph">marvicnapucao@rpsd.gov.ph</a>	CONFIRMED
5	LANA, EMMA LYN D.	Female	11/12/1986	Administrative Officer IV	Makati City	9104192297	<a href="mailto:emma.lana@rpsd.gov.ph">emma.lana@rpsd.gov.ph</a>	CONFIRMED
6	CAPILL IVY DYAN B.	Female	5/3/1991	Administrative Officer IV	Parañaque City	09957167995	<a href="mailto:ivyan.bustamante@rpsd.gov.ph">ivyan.bustamante@rpsd.gov.ph</a>	CONFIRMED
7	VILLANUEVA, ANGEL F.	Female	11/20/1982	Administrative Officer IV	Pasig City	9459908420	<a href="mailto:angel.villanueva@rpsd.gov.ph">angel.villanueva@rpsd.gov.ph</a>	CONFIRMED
8	BACLE, DENISE JOY S.	Female	4/22/1996	Administrative Officer IV	San Juan City	09954548095	<a href="mailto:denisejoy.bacle@rpsd.gov.ph">denisejoy.bacle@rpsd.gov.ph</a>	CONFIRMED
9	MARCEL O. MARYLN D.	Female	10/13/1968	Administrative Officer IV	Mandaluyong City	9672371439	<a href="mailto:maryln.marcelo@rpsd.gov.ph">maryln.marcelo@rpsd.gov.ph</a>	CONFIRMED
10	MAJACAD, MARIA CRISTINA F.	Female	7/26/1994	Administrative Officer IV	Muntinlupa City	9956409476	<a href="mailto:maria.cristina.majacad@rpsd.gov.ph">maria.cristina.majacad@rpsd.gov.ph</a>	CONFIRMED
11	PANGANIBAN, EUPHACIA C.	Female	5/15/1965	Administrative Officer IV	Mantila City	9774008522	<a href="mailto:euphacia.panganiban@rpsd.gov.ph">euphacia.panganiban@rpsd.gov.ph</a>	CONFIRMED
12	UAYAN, ESTHANI M.	Female	4/27/1963	Administrative Officer IV	Marikina City	0996491648	<a href="mailto:esthani.uayan@rpsd.gov.ph">esthani.uayan@rpsd.gov.ph</a>	CONFIRMED
13	JOSON, DIAYN DM	Female	9/25/1981	Administrative Officer IV	Malabon City	9761357907	<a href="mailto:diayn.joson@rpsd.gov.ph">diayn.joson@rpsd.gov.ph</a>	CONFIRMED
14	LHESMA, DEBI	Female	7/9/1974	Administrative Officer IV	Navotas City	9328496454	<a href="mailto:debi.lhesma@rpsd.gov.ph">debi.lhesma@rpsd.gov.ph</a>	CONFIRMED
15	BUENDIA, JENNIFERS	Female	2/18/1979	Administrative Officer II	Las Pinas City	09728729108	<a href="mailto:jennifers.buendia@rpsd.gov.ph">jennifers.buendia@rpsd.gov.ph</a>	CONFIRMED
16	CRUZ, HELENIA C.	Female	8/18/1969	Administrative Officer IV	Valenzuela City	9183406364	<a href="mailto:helenia.cruz@rpsd.gov.ph">helenia.cruz@rpsd.gov.ph</a>	CONFIRMED
17	JOLO, MELODY N.	Female	6/15/1994	Administrative Officer I	Regional Office	9476109170	<a href="mailto:melody.jolo@rpsd.gov.ph">melody.jolo@rpsd.gov.ph</a>	CONFIRMED

**17 SLOTS ONLY**