

### 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

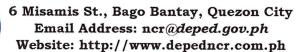
September 6, 2024

- 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.

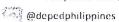
The training will be conducted in four (4) batches as follows:

	Regions Involved	Proposed Venue (*)	Tentative Schedule (*)
Batch 1	I, II, IİI & 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.

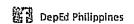
The names of the participants from the RO, SDO and CO shall be submitted to the Cash Division, through the links provided below:

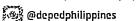
	Regions Involved	Registration Link
Batch 1	I, II, III & V	https://bit.ly/CMCS_BATCH1_RO_1-2-3-5
Batch 2	IV-A, IV-B, NCR & CAR	https://bit.ly/CMCS_BATCH2_RO4A-4B-NCR-CAR
Batch 3	VI, VII, & VIII	https://bit.ly/CMCS_BATCH3_RO6-7-8
Batch 4	IX, X, XI, XII, & CARAGA	https://bit.lv/CMCS_BATCH4_RO9-10-11-12-CARAGA

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).

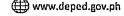
For information and guidance.











## 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
	I	15	· · · · · · · · · · · · · · · · · · ·	
	II	10		
	III	21		
1	ر د مودی ده د	- As - man con con a se o co co se Projec de mangrépasque :	Aug 19 - 23	Within Region III (SBMA)
	V	14		
	CO	2		
	Total	62		
	IV-A	24	·	
	IV-B	8		
2	NCR	17	Sept 16 - 20	Within Region IV-A
	CAR	9	Sept 10 - 20	(Tagaytay City - DAP)
	со	3		
	Total	61		
	VI	22		
	VII	21		
3	VIII	14	Oct 8 - 12	Within Region VI (Iloilo City or Bacolod City)
	CO	3		,
	Total	60		
	IX	9		
	X	14		
	XI	11		
4	XII	10	Oct 22 - 26	Within Region X (Cagayan de Oro City)
	CARAGA	13		ac old old,
	co	3		
	Total	60		
		243		

<sup>\*</sup>Includes 1 slot for RO staff

<sup>\*\*</sup> 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
	Batch 1 - Aug 19	Batch 1 - Aug 20	Batch 1 - Aug 21	Batch 1 - Aug 22	Batch 1 - Aug 23
:	Batch 2 - Sep 16	Batch 2 - Sep 17	Batch 2 - Sep 18	Batch 2 - Sep 19	Batch 2 - Sep 20
	Batch 3 - Oct 8	Batch 3 - Oct 9	Batch 3 - Oct 10	Batch 3 - Oct 11	Batch 3 - Oct 12
	Batch 4 - Oct 22	Batch 4 - Oct 23	Batch 4 - Oct 24	Batch 4 - Oct 25	Batch 4 - Oct 26
6:30 7:00		Breakfast	Breakfast	Breakfast	Breakfast
8:00					
9:00		Accountability and Responsibility	Receipts and	Expenditures and	Post Test
10:00		over Government Funds	Collections	Disbursements	
11:00					Closing Program
12:00		Lunch	Lunch	Lunch	Lunch
1:00					
2:00	Arrival / Registration				
2.00		Accountability			
3:00	Opening Program / Statement of	Responsibility	Receipts and Collections	Rules on Cash Advances	
4:00	Purpose	over Government Funds	(Continuation)	Advances	
1.00		(Continuation)			Departure!
5:00	- Pre-Test	,			
6:00	-				
0.00		Dinner / Socials	Dinner	Dinner	
7:00	Dinner	Diffici / Doctats	211111		

# 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)

	Name (First Name, Middle initial, Surname)	Gender	Birthdate	Position	Division Office	Mobile Number	Email Address	Status of participation (Please CONFIRM here po)
1	ABDILAIL SHARON MAY Q.	Female	2/8/1980	Administrative Officer IV	Pasay City	9256020880	Status ductive deposit care ph	CONFIRMED
12	ARBOLEDA, CERWIN L.	Male	8/11/1988	Administrative Officer IV	Laguig City and Pateros	9338672010	cervos arbassas genes por po	CONFIRMED
G)	GARCIA, MARIANNE B.	Female	1/12/1974	Administrative Officer IV	Caloocan City	9272786385	maname parcaditindoped you ph	CONFIRMED
4	NAPUCAO, MARIVIC P.	Female	10/25/1982	Administrative Officer IV	Quezon City	9162096631	mark is naperal of depend now ph	CONFIRMED
UI	LANA, EMMA LYN D.	Female	11/12/1986	Administrative Officer IV	Makati City	9104192797	roundly a darked greek greek peli	CONFIRMED
6	CAPILI, IVY DYAN B.	Female	5/3/1991	Administrative Officer IV	Paranaque City	09957167995	aveds an hilberagesdervel develoh	CONFIRMED
7	VILLANUEVA, ANGEL F.	Female	11/20/1982	Administrative Officer IV	Pasig City	9459908420	angel villanues as deped yos ph	CONFIRMED
œ	BACLE, DENISE JOY'S.	Female	4/22/1996	Administrative Officer IV	San Juan City	09954548095	stemiscon his lendaged goversh	CONFIRMED
9	MARCELO, MARLYN D.	Female	10/13/1968	Administrative Officer IV	Mandaluyong City	9672371439	markyn marcelossdeped gev ph	CONFIRMED
10	MALACAD, MARIA CRISTINA E	Female	7/26/1994	Administrative Officer IV	Muntinlupa City	9956409476	maria ristina malas ad «deped gen ph	CONFIRMED
11	PANGANIBAN, EUFRACIA C.	Female	5/15/1965	Administrative Officer IV	Manila City	9774008522	vutacia panganiban@11&deped gisc ph	CONFIRMED
12	UAYAN, ESTELA M.	Female	4/27/1963	Administrative Officer IV	Mankina City	09063491648	Control of the Assessment of t	CONFIRMED
13	JOSON, DHAYIN DM.	Female	9/25/1981	Administrative Officer IV	Malabon City	9761357907	dhayin pesendenya poy ph	CONFIRMED
14	LEDESMA DEBJ	Female	7/9/1974	Administrative Officer IV	Navotas City	9328496454	detrades musidened for eta	CONFIRMED
15	BUENDIA, JENNIFER S.	Female	2/18/1979	Administrative Officer II	Las Piñas City	09328729108	ervator huendias depot por ph	CONFIRMED
16	CRUZ, ELENITA C.	Female	8/18/1969	Administrative Officer IV	Valenzuela City	9183406364	of and patential (germa specific	CONFIRMED
17	JOLO, MELODY N.	Female	6/15/1994	Administrative Officer 1	Regional Office	9476109170	melody political posterior (to you produce to the p	CONFIRMED