



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 1, 2021


DIVISION MEMORANDUM

No. 329, s. 2021

DIVISION VIRTUAL TRAINING-WORKSHOP OF NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF ON THE IMPLEMENTATION OF DEPED ORDER NO. 29, S. 2019 (PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS PURSUANT TO COA, DBM AND DEPED JOINT CIRCULAR NO. 2019-1)

To: **Public Schools District Supervisors
School Heads of Public Elementary and
Secondary Non-IU Schools
Financial Staff of Public Elementary and
Secondary Non-IU Schools**

1. The Schools Division of Aklan will be conducting a Virtual Training Workshop of Non-IU Schools' Financial Staff on the implementation of the DepEd Order No. 29, s. 2019, pursuant to COA-DBM-DEPED Joint Circular No. 2019-1, s. 2019.
2. This will be attended by the identified Administrative Assistants (ADAs) III and Administrative Assistants (ADAs) II of all Public Elementary and Secondary Non-IU schools. This will be conducted via MS Teams on September 13, 15 and 17, 2021.
3. All school heads of Non-IU schools are advised to provide to their ADAs the following documents to be used during the training workshop: Check Disbursement Records (CDRec), Cash Disbursement Registers (CDReg), Bank Statements and original copies of all cancelled checks.
4. All financial staff (ADAs III and ADAs II) are enjoined to attend. The meals of the participants on-site shall be provided and chargeable against local funds of the Division Office Proper subject to the usual accounting and auditing rules and regulations.
5. Adherence to the usual health protocols shall strictly be observed during the conduct of the activity.
6. Attached is the Training Matrix.
7. Immediate dissemination and compliance with this Memorandum is requested.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosures: As stated

MAJ/FDM



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**DIVISION VIRTUAL TRAINING WORKSHOP OF NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS' FINANCIAL STAFF ON THE IMPLEMENTATION OF DEPED ORDER NO. 29, S. 2019
(Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular 2019-1)**

DAY 1 - Monday	MORNING SESSION	DAY 2 - Wednesday	MORNING SESSION	DAY 3 - Friday	MORNING SESSION
8:30 - 9:00 AM	Attendance Check Anthea Chrizyll S. Tonel	8:30 – 9:00 AM	Preliminaries Gecille D. Padrones – ADAs III	8:30 – 9:00 AM	Preliminaries Bernadette I. Dailisan – ADAs III
9:00 - 9:30 AM	Opening Program Rhodora T. de Guzman – ADAs III/ Anthea Chrizyll S. Tonel – ADAs III		Management of Learning Jhaleen Mae B. Nam-ay – ADAs III/ Anthea Chrizyll S. Tonel - ADAs II/ Mark T. Gallardo - ADAs III		Management of Learning Jhaleen Mae B. Nam-ay – ADAs III/ Anthea Chrizyll S. Tonel - ADAs II/ Mark T. Gallardo - ADAs III
9:30 - 10:00 AM	Training Overview Marissa A. Jizmundo – Acct III	9:00 – 11:00 AM	Accounting and Liquidation Forms Rhodora T. de Guzman – ADAs III	9:00 – 10:00 AM	Monthly Bank Reconciliation Statement (MBRS) – Presentation of Output Esther Faith O. Sarabia – AO II
10:00 – 10:15 AM	Breaktime			10:00 – 10:15 AM	Breaktime
	Training Proper	10:00 – 10:15 AM		10:15 – 12:00 AM	-CONTINUATION-
10:15 – 11:15 AM	Personnel Concerns Marlyn T. Bereber – AO IV (Personnel)	11:00- 12:00 NN	Documentary Requirements for Common Government Transaction Marissa A. Jizmundo – Accountant III	12:00 – 1:00 PM	Lunch Break
		12:00 – 1:00 PM	Lunch Break		AFTERNOON SESSION
11:15 – 12:00 NN	Duties and Responsibilities of Non-IU Schools' Financial Staff Marissa A. Jizmundo – Acct III		AFTERNOON SESSION	1:00 – 3:00 PM	Clearing House Anthea Chrizyll S. Tonel -ADAs III
12:00 – 1:00 PM	Lunch Break	1:00 – 3:00 PM	Monthly Bank Reconciliation Statement (MBRS) Esther Faith O. Sarabia – AO II	3:00 – 3:15 PM	Breaktime
	AFTERNOON SESSION	3:00 – 3:15 PM	Breaktime	3:15 – 4:00 PM	Closing Program Rhodora T. de Guzman – ADAs III/ Anthea Chrizyll S. Tonel – ADAs III
1:00 – 3:00 PM	Check Disbursements Record (CDRec) Feby D. Moleta – AO IV (Cashier)	3:15 – 4:00 PM	Workshop on MBRS Esther Faith O. Sarabia – AO II		
3:00 – 3:15 PM	Breaktime				
3:15 – 4:00 PM	Cash Disbursement Register (CDReg) Marissa A. Jizmundo – Accountant III				

TRAINING FACILITATORS			
Helen G. Fabillano	ADAs III	Rochelle D. Arandela	ADAs III
Bernadette I. Dailisan	ADAs III	Mark T. Gallardo	ADAs III
Marlyn B. Candelario	ADAs III	Jhaleen Mae B. Nam-ay	ADAs III
Adora T. Patron	ADAs III	Anthea Chrizyll S. Tonel	ADAs III
Gecille G. Padrones	ADAs II	Christian Jay Q. Reyes	AO II

RESOURCE PERSONS	
Marissa A. Jizmundo	Accountant III
Marlyn T. Bereber	AO IV (Personnel)
Feby D. Moleta	AO IV (Cash)
Esther Faith O. Sarabia	AO II
Rhodora T. de Guzman	ADAs III


Prepared by:


MARISSA A. JIZMUNDO
 Accountant III

Reviewed by:


 for **LEILA L. PAMATIAN**
 SEPS (HRD)

Approved by:


MIGUEL MAC D. APOSIN, EdD, CESO V
 Schools Division Superintendent



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