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

October 10, 2023

DIVISION MEMORANDUM
No. 446, s. 2023

DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF

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

1. The Schools Division of Aklan will be conducting a Division Capacity Building for the Non-IU Schools' Financial Staff on October 16, 17 and 18, 2023 at Ati-Atihan Festival Hotel, Kalibo, Aklan.

2. The activity aims to capacitate and update the financial staff of Non-IU schools on the latest guidelines on the release, utilization and liquidation of School Maintenance and Other Operating Expenses, and to orient them on the relevant CSC issuances.

3. The participants to this activity are the following:
   a. Accounting and other selected Division Office personnel,
   b. Administrative Assistants (ADAs) III and Administrative Assistants (ADAs) II of all Public Elementary, Secondary and Integrated Non-IU schools,
   c. Identified Administrative Officers II (AO II) of Districts with unfilled financial staff.

4. Proper health protocols shall be strictly observed during the conduct of this activity.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion or any similar factors/personal circumstances that would run counter to the principles of equal opportunity.

6. There will be no registration fee. Expenses relative to the conduct of this activity shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

MAJ/ ARLN/ FDM

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Enclosure to Division Memorandum No. 446 , s. 2023

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

DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS' FINANCIAL STAFF
MATRIX OF ACTIVITIES
October 16-18, 2023

DAY 1 – Oct 16 Monday	MORNING SESSION	DAY 2 – Oct 17 Tuesday	MORNING SESSION	DAY 3 – Oct 18 Wednesday	MORNING SESSION
8:00 - 9:00 AM	Registration/Arrival of Participants	8:30 – 9:00 AM	**Preliminaries** c/o Group assigned	8:30 – 9:00 AM	**Preliminaries** c/o Group assigned
9:00 - 9:30 AM	**Opening Program** Rhodora T. de Guzman – AO II Camilo N. Garces – ADAs II	9:00 – 9:30 AM	**Management of Learning** Anthea Chrizyll S. Tonel - ADAs II/ Mark N. Gallardo - ADAs III/Jinky Jane N. Rodillas – ADAs II	9:00 – 9:30 AM	**Management of Learning** Anthea Chrizyll S. Tonel - ADAs II/ Mark N. Gallardo - ADAs III/Jinky Jane N. Rodillas – ADAs II
9:30 - 9:45 AM	**Training Overview** Marissa A. Jizmundo – Acct III	9:30 – 10:00 AM	**Rules on Administrative Cases in the Civil Service (RACCS)** Atty. Edron T. Bullo Jr. – Atty. III	9:30 – 10:00 AM	**Continuation of Workshop** Rhodora T. de Guzman – AO II
9:45 – 10:00 AM	Health Break	10:00 – 10:15 AM	Health Break	10:00 – 10:15 AM	Health Break
	Training Proper	10:15 – 12:00 NN	-CONTINUATION-	10:15 – 12:00 NN	-CONTINUATION-
10:00 – 11:00 AM	**Retirement and Leave Administration** Marlyn T. Bereber – AO IV (Personnel)	12:00 – 1:00 PM	Lunch Break	12:00 – 1:00 PM	Lunch Break
			AFTERNOON SESSION		**AFTERNOON SESSION**
11:00 – 12:00 NN	**CY 2024 Monthly Disbursement Program (MDP)** Ann Rayshelle L. Nadua– Accountant II	1:00 – 3:00 PM	**Documentary Requirements for Travel Claims** Camilo N. Garces – ADAs II Helen G. Fabillano – ADAs III	1:00 – 3:00 PM	**Clearing House/Ways Forward** Rhodora T. de Guzman – AO II/ Anthea Chrizyll S. Tonel – ADAs III
12:00 – 1:00 PM	Lunch Break	3:00 – 3:15 PM	Health Break	3:00 – 3:15 PM	Health Break
	AFTERNOON SESSION				
1:00 – 3:00 PM	**Updated Documentary Requirements for Common Government Transactions/Liquidation Forms** Anthea Chrizyll S. Tonel – ADAs III Gecille D. Padrones – ADAs III	3:15 – 4:30 PM	**Workshop Proper** Rhodora T. de Guzman – AO II 1. Checking of Liquidation 2. Preparation of travel claims 3. Bank Reconciliation	3:15 – 4:30 PM	**Closing Program** Jinky Jane N. Rodillas – ADAs II Camilo N. Garces – ADAs II
3:00 – 3:15 PM	Health Break				
3:15 – 4:30 PM	**Bank Transaction Concerns** Jinky Jane N. Rodillas – ADAs II Feby D. Moleta – AO IV (Cashier)				

TRAINING FACILITATORS			
Bernadette I. Dailisan	AO II	Rochelle D. Arandela	ADAs III
Marlyn B. Candelario	ADAs III	Mark N. Gallardo	ADAs III
Adora T. Patron	ADAs III	Chrissa Mae N. Nagrama	ADAs III
Jhaleen Mae B. Nam-ay	ADAs III		

RESOURCE PERSONS	
Atty. Edron T. Bullo Jr.	Atty. III
Ann Rayshelle L. Nadua	Accountant II
Marlyn T. Bereber	AO IV (Personnel)
Feby D. Moleta	AO IV (Cash)
Rhodora T. de Guzman	AO II
Helen G. Fabillano	ADAs III
Gecille G. Padrones	ADAs III
Anthea Chrizyll S. Tonel	ADAs III
Camilo N. Garces	ADAs II
Jinky Jane B. Rodillas	ADAs II

Prepared by:

MARISSA A. IZMUNDO
Accountant III

Reviewed by:

LEILA L. PAMATIAN
Senior Education Program Specialist
Human Resource Development

Approved by:

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent