



Republic of the Philippines
Department of Education
Caraga Administrative Region
J.P. Rosales Avenue, Butuan City



REGIONAL ADVISORY NO. 25 S. 2018
June 18, 2018

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS**
This Region

From:  **BEATRIZ G. TORNO, Ph.D., CESO IV**
Regional Director

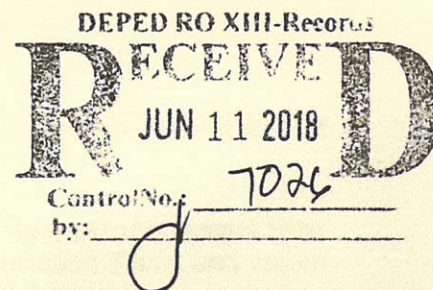


Subject: **SEMINARS FOR PERSONNEL OF NATIONAL AND CORPORATE GOVERNMENT AGENCIES**

1. Please find attached letter from Atty. Usmin P. Diamel, Regional Director of the Commission on Audit dated May 25, 2018 re: Seminars for Personnel of National and Corporate Government Agencies.
2. For information and guidance.



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. XIII
Butuan City - 8600



May 25, 2018

Dir. Beatriz G. Torno
Regional Director
Department of Education
Regional Office No. XIII
Butuan City

Dear Dir. Torno,

In line with the Commission's continuing efforts towards empowering government officers and employees through conduct of appropriate trainings and seminars, we are pleased to inform that this Office will be conducting seminars for personnel of National and Corporate Government Agencies on the following training courses at the COA Regional Office No. XIII, Butuan City, to wit:

Training Course	Duration	Registration Fee
1. Laws and Rules on Government Expenditures	July 09-12, 2018	P8,000.00
2. Property & Supply Management System (PSMS)	August 28-31, 2018	P8,000.00
3. Customized Training on the Updates on the Revised IRR of RA 9184	September 04-06, 2018	P6,000.00
	September 05-07, 2018	
4. Customized Training on the Updates on the Revised Rules on Settlement of Accounts (RRSA) and Revised Rules of Procedures of COA (RRPC) & Writing Off of Accounts	September 17-18, 2018	P4,000.00
	September 19-20, 2018	
5. Cash Management and Control System (CMCS)	October 09-11, 2018	P6,000.00
6. GAD Planning, Budgeting and Auditing (2 Batches/Classes)	October 15-17, 2018	P6,000.00
	October 22-24, 2018	

As such, we are cordially inviting your staff/personnel – the Cashiers, Regular and Special Collecting/Disbursing Officers involved in the collection and disbursement of funds, the Property/Supply Officers, Property Custodian, Storekeeper and other personnel involved in managing the agency's office supplies and properties, the Budget Officers, the members of the Bids and Award Committee and others who are involved in the agency procurement activities, processing of claims, disbursements, financial transactions including certifying and approving officers, the members of the GAD Focal Point System and also the Accountants and other personnel in the Accounting Unit who are involved in the keeping of accounts and in the preparation of

the financial statements to attend the seminar that is most appropriate to their line of work.

Should you want your staff to avail any of these trainings, please submit their names by accomplishing the attached Nomination and Confirmation Form and return the same to us thru fax or through the Audit Team assigned thereat on or before June 09, 2018 for planning needs and documentation purposes. We will be accommodating participants on a "first come, first served basis" as the maximum number of participants per class is limited to 60. Agencies with confirmed participants who failed to attend the seminar without prior notice for at least five (5) days before the scheduled seminar, shall be billed an amount equivalent to a one-day training fee.

The registration fee that will be collected from each participant shall defray the expenses for snacks, lunch, training materials, manuals, hand-outs and other direct training costs.

For more details, the Training Unit of this Office thru these telephone numbers: (085)-3425637 or (085)-8151694.

Thank you so much.

Very truly yours,



ATTY. USMIN P. DIAMEL
Director IV
Regional Director



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. XIII
Butuan City - 8600

PIDS Form No. Revised 2014	NOMINATION & CONFIRMATION FORM	Date Filed:
Course Title and Period Covered: (Please indicate ☒ mark in the box/boxes preferred course/s)		
☐ 1. Laws and Rules on Government Expenditures ☐ July 09-12, 2018		
☐ 2. Property and Supply Management System (PSMS) ☐ August 28-31, 2018		
☐ 3. Customized Training on the Updates on the Revised IRR of RA 9184 ☐ September 04- 06, 2018 ☐ September 05- 07, 2018		
☐ 4. Customized Training: Updates on the Revised Rules on Settlement of Accounts (RRSA) and Revised Rules of Procedures of COA (RRPC) and Writing Off of Accounts ☐ September 17- 18, 2018 ☐ September 19- 20, 2018		
☐ 5. Cash Management and Control System (CMCS) ☐ October 09- 11, 2018		
☐ 6. GAD Planning, Budgeting and Auditing ☐ October 15- 17, 2018 ☐ October 22- 24, 2018		
☐ 7. Implementation on the use of Government Accounting Manual (GAM) for Corporate Government Agencies (CGAs) ☐ December 03 - 07, 2018 (conduct of which depends on the availability of Manuals)		
WE ARE NOMINATING AND CONFIRMING THE ATTENDANCE OF THE FOLLOWING TO THE ABOVE-NAMED COURSE/S:		
NAME	POSITION	COURSE TITLE/DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Head of Office/ Agency:		
_____ Signature Over Printed Name		
_____ Designation		
Office/ Agency:		
Office Address:		
e-Mail Address:		
FOR COA USE ONLY (Action on Nomination/Confirmation)		
NOMINATIONS	SEMINAR	
☐ Confirmed	☐ Cancelled	
☐ Not Confirmed	☐ Deferred, New Date	