



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum
No. **TSB** s. 2018

October 10, 2018

ROLL OUT OF MS ACCESS VERIFIER'S LEDGER 1.0 AND ORIENTATION OF DEPED PERSONNEL ON THE STANDARD PROCESSING AND APPROVAL OF THE LOAN APPLICATIONS AND OTHER FINANCIAL OBLIGATIONS PURSUANT TO DEPED ORDER NO. 5 AND 18 S. 2018

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Pursuant to DM-OUFDA-2018-024 and DM-OUFDA-2018-019 issued by Undersecretary Victoria L. Medrana Catibog, there will be a Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of the Loan Applications and Other Financial Obligations for four (4) days and three (3) nights on October 28, 2018 to October 31, 2018 inclusive of travel time at Watergate Hotel, Butuan City. **No Registration Fees will be collected from the participants.**
2. Check-in (Day 0) will be at 2:00 p.m. on October 28, 2018. Check-out (Day 3) will be on October 31, 2018 at 12 noon.
3. Participants to this activity are Division AAOs, Division Verifiers, Pag-Ibig Loan Endorsers and AAOs, Verifiers and Pag-Ibig Loan Endorsers of the following Secondary Schools:
 - 3.1 Bayugan Comprehensive National High Schools;
 - 3.2 Tabon M. Estrella National High School;
 - 3.3 Don Ecleo Memorial National High School;
 - 3.4 Dapa National High School;
 - 3.5 Regional Science High School;
 - 3.6 Surigao del Norte National High School;
 - 3.7 Jacinto Elpa National High School;
 - 3.8 Agusan National High School;
 - 3.9 Agusan del Sur National High School
4. The names of Division AAOs, Division Verifiers and Pag-Ibig Loan Endorsers are already obtained. However, the names of Verifiers and Pag-ibig Loan Endorsers of the foregoing Secondary shall be submitted to this Regional Office on or before October 19, 2018.
5. Each Verifier shall bring a laptop or computer terminal on which the Verifier's Ledger may be installed with operating system of Microsoft Windows 7 or later (64 bit) and MS Office application Microsoft Access2016 or later (64 bit). Each Verifier must also bring the Verifier's Ledger (Excel Version) containing actual verified applications. The Ledger should be up-to-date as of the workshop proper.
6. Immediate dissemination of this Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference: DM-OUFDA-2018-029
To be indicated in the Perpetual Index under
the following subjects:

PERSONNEL

SEMINAR

WORKSHOP



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum
No. **580** s. 2018

October 10, 2018

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6. Immediate dissemination of this Memorandum is enjoined.

FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference: DM-OUFDA-2018-029
To be indicated in the Perpetual Index under
the following subjects:

PERSONNEL

SEMINAR

WORKSHOP



Republic of the Philippines
Department of Education

Office of the Director for Finance Service
Disbursements and Accounting

October 10, 2018

ADVISORY

For DepEd Region XIII

**TO ALL PARTICIPANTS OF THE ROLL OUT OF MS ACCESS VERIFIER'S LEDGER 1.0
AND ORIENTATION OF DEPED PERSONNEL ON THE STANDARD PROCESSING
AND APPROVAL OF LOAN APPLICATIONS AND OTHER FINANCIAL OBLIGATIONS
PURSUANT TO DEPED ORDER NOS. 5 & 18, S. 2018**

Please be advised of the following:

1. The schedule and venue of the workshop is as follows:
 - a. Schedule: **October 28 to 31**, 2018, inclusive of travel time.
 - b. Venue: **Water Gate Hotel, J. Rosales Avenue, Butuan City**
2. Check-in will start at 2:00 PM on October 28, with PM snack as the first meal to be served.
3. The workshop proper will start at 8:00 AM on the following day, October 29, and end at 5:00 PM of October 30.
4. Check-out will be until 12:00 NN of October 31, with early lunch (11:00 AM) as the last meal to be served.
5. For room accommodation, you are requested to coordinate on or before **October 22, 2018** with **Carlyn S. Carrasco**, Employee Account Management Division, at landline telephone numbers (02) 638-8640 and 633-7248, mobile numbers 0917-820-3065 and 0916-544-1012, and email address carlyn.carrasco@deped.gov.ph. Kindly e-mail scans of approved Travel Orders to Ms. Carrasco as confirmation of attendance to this activity.
6. The number of participants for the entire DepEd Region shall be based on the Request for Procurement and Memorandum No. DM-OUFDA-2018-029 earlier sent to the Regional Office. All confirmed participants shall be billeted accordingly, hence, any changes/corrections thereof must be properly communicated with the Regional Office and Ms. Carrasco.
7. Each **DepEd Verifier** should bring the following:
 - a. A **laptop** with operating system of Microsoft Windows 7 or later (64 bit) and MS Office application Microsoft Access 2016 or later (64 bit), and
 - b. The **Verifier's Ledger (Excel Version)** containing actual verified applications. The Ledger should be up-to-date as of the workshop proper.
8. The **Head of Payroll Services Unit** in the Regional Office and/or the Schools Division Offices must bring the following FoxPro files for the payroll month of September 2018:

MASTFILE, INCLUDED, EXCLUDED, and PYENT. These are required for the set up of the MS Access Verifier's Ledger 1.0 in the laptops of the DepEd Verifiers.

9. All participants are encouraged to bring necessary documents to support their issues/recommendations in relation to the workshop, as well as extension cords.

For your guidance. Thank you.

ARMANDO C. RUIZ

Chief Administrative Officer

Officer-In-Charge, Office of the Director IV

Finance Service-Disbursements and Accounting

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Republic of the Philippines
Department of Education
Caraga Region XIII - Caraga
J.P. Rosales Ave., Butuan City



September 27, 2018

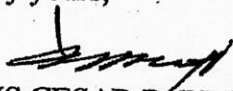
HON. VICTORIA L. MEDRANA CATIBOG
Undersecretary
Finance-Disbursements and Accounting (DA)
Department of Education
DepED Complex, Meralco Avenue
Pasig City

Madam:

This is to acknowledge receipt of your written request for assistance in the procurement of room accommodation, meals and venue relative to the roll out of the MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations pursuant to DepED Order Nos. 5 and 18 s. 2018 on October 28-31, 2018.

It is respectfully informed that this Regional Office will provide all the necessary assistance for the conduct of said roll out and orientation and will update your good Office on said procurement including the venue following the provisions of the IRR of R.A. 9184.

Very truly yours,


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



Republic of the Philippines
Department of Education

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Office of the Undersecretary for Finance
Disbursements and Accounting

DM - OUFDA - 2018 - 029

October 9, 2018

TO : ALL REGIONAL DIRECTORS

**ATTENTION : Chief Administrative Officer, Administrative Division
Chief Administrative Officer, Finance Division**

**FROM : VICTORIA L. MEDRANA CATIBOG
Undersecretary**

SUBJECT : ADDENDUM TO DM-OUFDA-2018-024 DATED OCTOBER 1, 2018

In relation to the subject memo regarding the "Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018," copy attached for ready reference, please be guided by the following additional information:

II. PARTICIPANTS

Agency Authorized Officers (AAOs) for GSIS transactions, DepEd Verifiers for APDS Transactions (see DepEd Order No. 18, s. 2018), and Pag-IBIG Loan Endorsers designated at the Regional Offices (ROs), Schools Division Offices (SDOs), and selected Implementing Unit (IU) Secondary Schools.

The breakdown of the total number of participants per Region is as follows:

- Five (5) representatives for the Regional Office
- A maximum of three (3) representatives per schools division for all schools divisions in the region, depending on the number of DepEd Verifiers and the actual designations
- Two (2) IU secondary schools with two (2) representatives each
- Eight (8) representatives for the Central Office

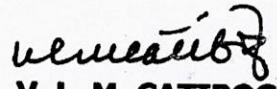
Attached is the actual breakdown of total participants per region as well as the tentative list of participants based on existing lists of Verifiers and AAOs in the Central Office.

In case there are officers/staff who have more than one designation (e.g., one officer is designated as both AAO and Pag-IBIG Endorser, or AAO and DepEd Verifier) or there are officers/staff designated for more than one office (e.g., one officer is designated as AAO for two schools divisions, or one AAO is designated for the regional and schools divisions, or one DepEd Verifier assigned to regional office and certain number of schools divisions), the extra slots resulting from the multiple designation may be re-allocated by the Regional Office to other offices or schools based on need, e.g. to IU Secondary Schools with a huge number of personnel within the same school division from where the extra slot(s) originated.

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Note: Each Verifier is requested to bring a **laptop** or **computer terminal** on which the Verifier's Ledger may be installed, as well as extension cords. The support of the RO, SDO, and IU Secondary Schools for the provision of such laptop or computer terminal is requested. **System requirements:** Microsoft Windows 7 (64 bit), with Microsoft Access 2016 installed. More recent versions of the operating system and/or the program are acceptable, e.g. Microsoft Windows 8 (64 bit), with Microsoft Access 2017 installed.

For information and compliance.


V. L. M. CATIBOG

eamd/

Attachments: As stated.

Copy furnished:

Director IV, Information and Communications Technology Service
Chief Administrative Officer, Personnel Division

BREAKDOWN OF TOTAL PARTICIPANTS PER REGION

Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018

Region	No. of Schools Divisions	Participants										Total
		Regional Office (RO)				Schools Division Offices (SDOs)			Selected IU Secondary Schools		CO	
		Host	AAO	Pag-IBIG Loan Endorser	Verifiers	AAOs	Pag-IBIG Loan Endorser	Verifiers	AAOs	Verifiers		
CAR	8	2	1	1	1	8	8	8	2	2	8	41
NCR	16	2	1	1	1	16	16	16	2	2	8	65
I	14	2	1	1	1	14	14	14	2	2	8	59
II*	9	2	1	1	4	9	9	-	2	2	8	38
III	21	2	1	1	1	21	21	21	2	2	8	80
IV-A	21	2	1	1	1	21	21	21	2	2	8	80
IV-B	7	2	1	1	1	7	7	7	2	2	8	38
V	13	2	1	1	1	13	13	13	2	2	8	56
VI	20	2	1	1	1	20	20	20	2	2	8	77
VII*	19	2	1	1	4	19	19	-	2	2	8	58
VIII*	13	2	1	1	4	13	13	-	2	2	8	46
IX	8	2	1	1	1	8	8	8	2	2	8	41
X	14	2	1	1	1	14	14	14	2	2	8	59
XI	11	2	1	1	1	11	11	11	2	2	8	50
XII	9	2	1	1	1	9	9	9	2	2	8	44
XIII	12	2	1	1	1	12	12	12	2	2	8	53
TOTAL		32	16	16	25	215	215	174	32	32	128	885

*The Verifiers for Regions II, VII, and VIII are assigned at the RO. No Verifiers are assigned at the SDOs. Hence, for these Regions, more slots were allocated for Verifiers in the RO and no slots were allocated to SDO Verifiers.

In case there are officers/staff who have more than one designation (e.g., one officer is designated as both AAO and Pag-IBIG Endorser, or AAO and DepEd Verifier) or there are officers/staff designated for more than one office (e.g., one officer is designated as AAO for two schools divisions, or one AAO is designated for the regional and schools divisions, or one DepEd Verifier assigned to regional office and certain number of schools divisions), the extra slots resulting from the multiple designation may be re-allocated by the Regional Office to other offices or schools based on need, e.g. to IU Secondary Schools with a huge number of personnel within the same school division from where the extra slot(s) originated.



Republic of the Philippines
Department of Education

*Office of the Undersecretary for Finance
Disbursements and Accounting*

September 21, 2018

TO : **DR. FRANCIS CESAR B. BRINGAS**
*Officer-In-Charge, Office of the Regional Director
DepEd Region XIII*

ATTENTION : **MR. RAUL L. OROZCO**
Chief Administrative Officer, Administrative Service

MS. FE L. ALEGADO
Chief Administrative Officer, Finance Service

FROM : **VICTORIA L. MEDRANA CATIBOG**
*Undersecretary
Finance - Disbursements and Accounting (DA)*

SUBJECT : **REQUEST FOR PROCUREMENT**

This is to respectfully request for your assistance in the procurement of room accommodation, meals, and venue in connection with the conduct of the following activity:

- Name of Activity: **Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018**
- Date: **October 28-31, 2018** (inclusive of travel time)
- Venue: Within Region XIII, preferably within **Butuan City**. Government facilities preferred.

The amount of **THREE HUNDRED EIGHTEEN THOUSAND PESOS ONLY (P318,000.00)** shall be downloaded to **DepEd Region XIII**, subject to accounting and auditing rules and regulations, to cover the cost of board and lodging, function room, meals, and other amenities, as detailed below:

A. Room Accomodation

- Board and lodging for a maximum of **53 pax** for 4 days and 3 nights:
 - Check-in (Day 0) – October 28, 2018, 2 p.m.
 - Check-out (Day 3) – October 31, 2018, 12 noon.
- Maximum of three (3) persons in a room and one (1) room for single occupancy (for the invited DepEd Official).
- With air conditioning, complete sets of toiletries, towels, and WiFi.
- Payment shall be based on the actual number of participants billeted.

B. Meals

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 0 - Check-in				✓	✓
Day 1 - Workshop proper	✓	✓	✓	✓	✓
Day 2 - Workshop proper	✓	✓	✓	✓	✓
Day 3 - Check-out	✓	✓	✓		

- Buffet set up. Each meal should have at least one non-pork viand suitable for Muslim participants (e.g. chicken, beef, or seafood).

C. Venue

- Air conditioned function/conference hall for 53 participants.
- Two (2) LCD projectors with projector screens.
- Sufficient electrical outlets and extension cords for the number of participants.
Note: The workshop will involve the use of computer terminals / laptops by the participants. Hence, sufficient electrical outlets is necessary for the successful conduct of this activity.
- Sound system – Speakers and at least three (3) microphones with stands.
- With WiFi.
- Printing station with computer terminal and printer.
- Free flowing coffee with cream and sugar, hot chocolate, tea, drinking water, and candies/nuts/chips.
- Tarpauline/signage for the event.

Thank you for your assistance.

V. L. M. CATIBOG

eamd/efp

Department of Education

Roll out of MS Access Verifier’s Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations Pursuant DepEd Order Nos. 5 and 18, s. 2018

Region XIII-(venue to be announced)
October 28-31, 2018

List of Participants (Tentative)

	Office	Name	Position	Designated as
1	Finance Service - D and A	Victoria L. Medrana Catibog	Undersecretary	
	Finance Service - D and A	Armando C. Ruiz	OIC, Director IV	
2	EAMD	Czarina C. Besares S	Supv. Admin. Officer	
3		Evangeline S. Puno	Admin. Officer IV	
4		Marites D.J. Rea	Admin. Officer IV	
5		Alicia R. Timosa	Admin. Asst. I	
6		Carlyn C. Carrasco	Technical Asst.	
7	Personnel Division	Albert Jerome C. Andres	OIC, Chief Admin. Officer	
8				
9	ROP Host			
10				
11	ROP AAO			AAO
12				Pag-Ibig Loan Endorser
13		Anven P. Maglasang	Administrative Assistant V	Verifier
14	Agusan del Norte Division	Wilfredo H. Dizon		AAO
15		Jimeny M. Cruz	Admin. Officer V	Pag-Ibig Loan Endorser
16		Erma S. Dabalos	Administrative Aide VI	Verifier
17	Agusan del Sur Division	Perfecto E. Palamos		AAO
18		Elizabeth A. Caraballe	ADAS - III	Pag-Ibig Loan Endorser
19		Anthea T. Berida	Administrative Aide VI	Verifier
20	Bayugan City Division	Ligaya D. Cabillan		AAO
21		Marian P. Tonjoc	ITO-1	Pag-Ibig Loan Endorser
22		Anthea T. Berida	Administrative Aide VI	Verifier
23	Bislig City Division	Erteolyn M. Rufon		AAO
24		Gerry C. Tupas	AO - II	Pag-Ibig Loan Endorser
25		Lucille Jane P. Abucay	Administrative Aide VI	Verifier
26	Butuan City Division	Romuilzie C. Plaza		AAO
27		Yolanda A. Apilada	HRMO	Pag-Ibig Loan Endorser
28		Denisa O. Lindog	Administrative Aide VI	Verifier
29	Cabadbaran City Division			AAO
30		Jill A. Marcellanos	Admin. Officer V	Pag-Ibig Loan Endorser
31				Verifier
32	Dinagat Island Division	Maricel S. Macile		AAO
33		Jeden G. Custodio	Administrative Assistant IV	Pag-Ibig Loan Endorser
34		Anven P. Maglasang	Administrative Assistant V	Verifier
35	Siargao Division			AAO
36				Pag-Ibig Loan Endorser
37		Denisa O. Lindog	Administrative Aide VI	Verifier

38			AAO
39	Surigao City Division	Anven P. Maglasang	Administrative Assistant V
40			Pag-Ibig Loan Endorser
41			Verifier
42	Surigao del Norte Division		AAO
43		Erma S. Dabalos	Administrative Aide VI
44		Melinda B. Sarigumba	Verifier
45	Surigao del Sur Division	Shirlene Estebe Crabajales	AAO
46		Lucille Jane P. Abucay	Administrative Assistant V
47			Administrative Aide VI
48	Tandag City Division	Anven P. Maglasang	Verifier
49			AAO
50	School IU		Pag-Ibig Loan Endorser
51			Verifier
52	School IU		AAO
53			Verifier

- NOTE :
1. Participants must be the person in-charge/designated as AAO, Pag-Ibig Loan Endorser and DepEd Verifier.
 2. Above names were based on the submitted list of AAOs and Verifiers by the Region.
 3. Any corrections or changes in the above list must be communicated to EAMD. The final List of Participants should be submitted by the Regional Office on or before October 22, 2018.
 4. In case there are officers/staff who have more than one designation (e.g., one officer is designated as both AAO and Pag-Ibig Endorser) or there are officers/staff designated for more than one office (e.g., one officer is designated as AAO for two or more schools divisions, the extra slots resulting from the multiple designation may be re-allocated by the Regional Office to IUs within the same school division from where the extra slot originated.



Republic of the Philippines
Department of Education

10224

Office of the Director for Finance Service
Disbursements and Accounting

October 10, 2018

ADVISORY

For DepEd Region XIII



**TO ALL PARTICIPANTS OF THE ROLL OUT OF MS ACCESS VERIFIER'S LEDGER 1.0
AND ORIENTATION OF DEPED PERSONNEL ON THE STANDARD PROCESSING
AND APPROVAL OF LOAN APPLICATIONS AND OTHER FINANCIAL OBLIGATIONS
PURSUANT TO DEPED ORDER NOS. 5 & 18, S. 2018**

Please be advised of the following:

1. The schedule and venue of the workshop is as follows:
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 - b. The **Verifier's Ledger (Excel Version)** containing actual verified applications. The Ledger should be up-to-date as of the workshop proper.
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9. All participants are encouraged to bring necessary documents to support their issues/recommendations in relation to the workshop, as well as extension cords.

For your guidance. Thank you.

ARMANDO C. RUIZ

Chief Administrative Officer

Officer-In-Charge, Office of the Director IV

Finance Service-Disbursements and Accounting

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Republic of the Philippines
Department of Education
Caraga Region XIII - Caraga
J.P. Rosales Ave., Butuan City



September 27, 2018

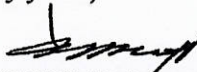
HON. VICTORIA L. MEDRANA CATIBOG
Undersecretary
Finance-Disbursements and Accounting (DA)
Department of Education
DepED Complex, Meralco Avenue
Pasig City

Madam:

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It is respectfully informed that this Regional Office will provide all the necessary assistance for the conduct of said roll out and orientation and will update your good Office on said procurement including the venue following the provisions of the IRR of R.A. 9184.

Very truly yours,


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



Republic of the Philippines
Department of Education

10180 307680

Office of the Undersecretary for Finance
Disbursements and Accounting

DM - OUFDA - 2018 - 029

October 9, 2018

TO : ALL REGIONAL DIRECTORS

**ATTENTION : Chief Administrative Officer, Administrative Division
Chief Administrative Officer, Finance Division**

**FROM : VICTORIA L. MEDRANA CATIBOG
Undersecretary**

SUBJECT : ADDENDUM TO DM-OUFDA-2018-024 DATED OCTOBER 1, 2018

In relation to the subject memo regarding the "Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018," copy attached for ready reference, please be guided by the following additional information:

II. PARTICIPANTS

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The breakdown of the total number of participants per Region is as follows:

- Five (5) representatives for the Regional Office
- A maximum of three (3) representatives per schools division for all schools divisions in the region, depending on the number of DepEd Verifiers and the actual designations
- Two (2) IU secondary schools with two (2) representatives each
- Eight (8) representatives for the Central Office

Attached is the actual breakdown of total participants per region as well as the tentative list of participants based on existing lists of Verifiers and AAOs in the Central Office.

In case there are officers/staff who have more than one designation (e.g., one officer is designated as both AAO and Pag-IBIG Endorser, or AAO and DepEd Verifier) or there are officers/staff designated for more than one office (e.g., one officer is designated as AAO for two schools divisions, or one AAO is designated for the regional and schools divisions, or one DepEd Verifier assigned to regional office and certain number of schools divisions), the extra slots resulting from the multiple designation may be re-allocated by the Regional Office to other offices or schools based on need, e.g. to IU Secondary Schools with a huge number of personnel within the same school division from where the extra slot(s) originated.

*ulm
10/9/18*

Note: Each Verifier is requested to bring a **laptop** or **computer terminal** on which the Verifier's Ledger may be installed, as well as extension cords. The support of the RO, SDO, and IU Secondary Schools for the provision of such laptop or computer terminal is requested. **System requirements:** Microsoft Windows 7 (64 bit), with Microsoft Access 2016 installed. More recent versions of the operating system and/or the program are acceptable, e.g. Microsoft Windows 8 (64 bit), with Microsoft Access 2017 installed.

For information and compliance.


V. L. M. CATIBOG

eamd/

Attachments: As stated.

Copy furnished:

Director IV, Information and Communications Technology Service
Chief Administrative Officer, Personnel Division



BREAKDOWN OF TOTAL PARTICIPANTS PER REGION

Roll Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018

Region	No. of Schools Divisions	Participants									Total	
		Regional Office (RO)				Schools Division Offices (SDOs)			Selected IU Secondary Schools			CO
		Host	AAO	Pag-IBIG Loan Endorser	Verifiers	AAOs	Pag-IBIG Loan Endorser	Verifiers	AAOs	Verifiers		
CAR	8	2	1	1	1	8	8	8	2	2	8	41
NCR	16	2	1	1	1	16	16	16	2	2	8	65
I	14	2	1	1	1	14	14	14	2	2	8	59
II*	9	2	1	1	4	9	9	-	2	2	8	38
III	21	2	1	1	1	21	21	21	2	2	8	80
IV-A	21	2	1	1	1	21	21	21	2	2	8	80
IV-B	7	2	1	1	1	7	7	7	2	2	8	38
V	13	2	1	1	1	13	13	13	2	2	8	56
VI	20	2	1	1	1	20	20	20	2	2	8	77
VII*	19	2	1	1	4	19	19	-	2	2	8	58
VIII*	13	2	1	1	4	13	13	-	2	2	8	46
IX	8	2	1	1	1	8	8	8	2	2	8	41
X	14	2	1	1	1	14	14	14	2	2	8	59
XI	11	2	1	1	1	11	11	11	2	2	8	50
XII	9	2	1	1	1	9	9	9	2	2	8	44
XIII	12	2	1	1	1	12	12	12	2	2	8	53
TOTAL		32	16	16	25	215	215	174	32	32	128	885

*The Verifiers for Regions II, VII, and VIII are assigned at the RO. No Verifiers are assigned at the SDOs. Hence, for these Regions, more slots were allocated for Verifiers in the RO and no slots were allocated to SDO Verifiers.

In case there are officers/staff who have more than one designation (e.g., one officer is designated as both AAO and Pag-IBIG Endorser, or AAO and DepEd Verifier) or there are officers/staff designated for more than one office (e.g., one officer is designated as AAO for two schools divisions, or one AAO is designated for the regional and schools divisions, or one DepEd Verifier assigned to regional office and certain number of schools divisions), the extra slots resulting from the multiple designation may be re-allocated by the Regional Office to other offices or schools based on need, e.g. to IU Secondary Schools with a huge number of personnel within the same school division from where the extra slot(s) originated.

LIST OF PARTICIPANTS

No.	OFFICE	NAME	POSITION	
1	Finance Service - D & A	Victoria L. Medrana Catibog	Undersecretary	
2	Finance Service - D & A	Armando C. Ruiz	OIC, Director IV	
3	EAMD	Czarina C. Besares	SAO	
4		Evangeline S. Puno	AO IV	
5		Marites D.J. Rea	AO IV	
6		Alicia R. Timosa	Admin. Asst. I	
7		Carlyn C. Carrasco	Technical Asst.	
8	Personnel Division	Albert Jerome C. Andres	OIC, CAO	
9				
10	ROP Host	Francis Cesar B. Bringas	OIC - Regional Director	
11		Fidela M. Rosas	OIC - Asst. Regional Director	
12	ROP AAO	Sheryl R. Puyo	AO V	AAO
13		Raul L. Orozco	Chief AO	AAO
14		Fe L. Alegado	Chief, Finace and Budget	
15		Anven P. Maglasang	Admin. Asst. V	Verifier
16	Agusan del Norte	Maria Corazon C. Plasabas	AO V	AAO
17		Jimeny M. Cruz	AO V	AAO
18		Erma S. Dabalos	Admin. Aide VI	Verifier
19	Agusan del Sur	Jura S. Goloran		AAO
20		Elizabeth A. Caraballe	Admin. Asst. III	AAO
21		Anthea T. Berida	Admin. Aide VI	Verifier
22	Bayugan City	Lucille H. Madelo	AO V	AAO
23		Marian P. Tonjoc	ITO - I	AAO
24		Bayugan Comprehensive NHS		Verifier
25	Bislig City	Lurlyn L. Bebura		AAO
26		Gerry C. Tupas	AO II	AAO
27		Tabon Estrella NHS		Verifier
28	Butuan City	Maricor M. Alegado		AAO
29		Yolanda A. Apilada		AAO
30		Denisa O. Lindog		Verifier
31	Cabadbaran City	Jill A. Marcellones		AAO
32		Nasipit NVS		Verifier
33		Cindy T. Salubre		Verifier
34	Dinagat Island	Jeden G. Custodio	AO IV	AAO
35		Divison Office Verifier		AAO
36		Don Ecleo Memorial NHS		Verifier
37	Siargao	Division AAO		AAO
38		Dapa NHS		Verifier
39		Divison Office Verifier		Verifier
40	Surigao City	Janice E. Naig	Admin. Asst. II	AAO
41		Gemma P. Sinday	AO V	AAO
42		Regional Science High School		Verifier
43	Surigao del Norte	Mary Jane M. Rosales	AO V	AAO
44		Ruel O. Mabunga		AAO
45		Surigao del Norte NHS		Verifier
46	Surigao del Sur	Melinda B. Sarigumba		AAO
47		Shirlene E. Crabajales		AAO
48		Lucille Jane P. Abucay		Verifier
49	Tandag City	Perna L. Tejano	AO IV	AAO
50		Lilibeth P. Enderez	Admin. Asst. III	AAO
51		Jacinto Elpa NHS		Verifier
52	School IU	Agusan National High School		Verifier
53		Agusan Sur National High School		Verifier