



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0986**, s. 2024

SEP 23 2024

To: Schools Division Superintendents
Cashiers, Regional and Schools Division Offices
This Region

**DISSEMINATION OF OUA-OUT MEMORANDUM ON CAPACITY BUILDING FOR
CASHIERS IN THE CENTRAL, REGIONAL AND
SCHOOLS DIVISION OFFICES**

1. This Office hereby disseminates the enclosed Memorandum on the *Capacity Building 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). This training will take place on October 21-25, within Region X, Cagayan de Oro City.
2. Participants in this Training will include Cashiers from the Regional Office and Schools Division Offices.
3. Travel expenses for the participants shall be charged against their local funds, subject to usual accounting and auditing rules, and regulations.
4. For information, guidance, and compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: OUA-OUT Memorandum: *Capacity Building for Cashiers in the Central, Regional and Schools Division Offices*

Reference: OUA-OUT Memorandum: *Capacity Building for Cashiers in the Central, Regional and Schools Division Offices*

To be indicated in the Perpetual Index

under the following subjects: Training Program

ALLOCATION CASH FUNDS PERSONNEL

ASD/jbg
09/19/2024



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, III & 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 OPDNTF 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.ly/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.



Republic of the Philippines
Department of Education

12 August 2024

ADVISORY

This refers to the Training on Cash Management and Control System (CMCS) for DepEd Cashiers/Disbursing Officers in the Central, Regional and Schools Division Offices.

Please be informed of the following changes in the schedule of Batches 3 and 4:

	Regions Involved	Original Schedule	Revised Schedule	Proposed Venue
Batch 3	VI, VII, & VIII	Oct 8-12, 2024	Oct 7-11, 2024	Within Region VI (Bacolod City)
Batch 4	IX, X, XI, XII, & CARAGA	Oct 22-26, 2024	Oct 21-25, 2024	Within Region X (Cagayan de Oro City)

**Specific venue to be announced in a separate advisory.*

We would like to reiterate that the names of the participants from the RO, SDO and CO shall be submitted to the Cash Division, through the links provided below, for confirmation:

	Regions Involved	Registration Link
Batch 3	VI, VII, & VIII	https://bit.ly/CMCS_BATCH3_RO6-7-8
Batch 4	IX, X, XI, XII, & CARAGA	https://bit.ly/CMCS_BATCH4_RO9-10-11-12-CARAGA

For further clarification, please contact Sonia R. De Leon (cellphone no. 09178900616) or Melissa B. Boco (cellphone no. 09958119853), of the Cash Division (02 8633 7220).

For information and guidance. Thank you.


ELLA CECILIA G. NALIPONGUIT
Director III
Officer-In-Charge
Administrative Service – Office of the Director

