



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
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MAY 20 2003

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DepEd MEMORANDUM
No. 165, s. 2003

ORIENTATION WORKSHOP ON THE DepEd PROVIDENT FUND

To: Regional Directors
Directors of Services/Centers and Heads of Units
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education, through the Employees Welfare and Benefits Division (EWBD), in coordination with the Accounting Division-Regional Unit, is conducting a series of orientation workshops on the DepEd Provident Fund Program. These workshops will include topics on the revised implementing guidelines, processing and evaluation of loan applications, preparation of status reports on operations, financial reports, and recording of accounting entries in accordance with the New Government Accounting System.

2. The workshop aims to enhance the skills and knowledge of the secretariat, accountants, and other personnel directly in-charge of implementing the Provident Fund in the regional and division offices. Specifically, it aims to:

- a. enhance the knowledge of the participants on the proper interpretation of the revised implementing guidelines, and in the evaluation and processing of loan applications;
- b. come up with standard formats of reporting the status of operations and financial status of the Provident Fund;
- c. equip the participants with the knowledge on the proper preparation of the status reports in accordance with the requirements of the National Board of Trustees;
- d. reconcile the figures of the Secretariat, Accounting Division-Regional Unit and regional offices on the financial status of the Fund; and
- e. enhance the skills and knowledge of the participants on the recording of accounting entries in accordance with the New Government Accounting System (NGAS).

3. Participants to the orientation workshops are the personnel in-charge of implementing the Provident Fund in the regional and division offices, to include but not limited to the following:

- Regional Office
- Head of Secretariat
 - One (1) Secretariat member in charge of loan processing
 - Accountant in-charge of Provident Fund
 - Bookkeeper/Staff in-charge of recording accounting entries for the Provident Fund

- Division Office
- Personnel in-charge of processing Provident Fund loan applications
 - Accountant in-charge of Provident Fund
 - Bookkeeper/Staff in-charge of recording accounting entries for the Provident Fund

The Regional Director, however, may allow the participation of other regional/division personnel in-charge of the Provident Fund. Resource speakers will come from the Accounting Division-Regional Unit and the Employees Welfare and Benefits Division, both of the DepEd Central Office, and the Commission on Audit, while support services shall be provided by the EWBD.

4. The orientation workshops will be conducted by regional clusters in the following schedules:


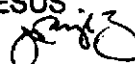
| Regions | Dates Involved | Venue |
|---------------|----------------|---|
| IV-A and IV-B | June 4-5 | RELC-Region IV, Karangalan, Cainta, Rizal |
| VI | June 11-12 | RELC-Region VI, Iloilo City |
| VII and VIII | June 16-17 | DepEd ECOTECH, Cebu City |
| IX and XII | June 18-19 | |
| V | June 23-24 | RELC-Region V, Legazpi City |
| NCR | June 26-27 | RELC-NCR, Marikina City |
| XI | July 2-3 | Marco Polo Hotel, Davao City |
| I and CAR | July 8-9 | Oasis Country Resort, San Fernando City, La Union |
| II and III | July 14-15 | RELC-Region III, Pulungbulo, Angeles City |
| X and XIII | July 22-23 | RELC-Region X, Cagayan de Oro City |

Enclosed is the schedule of activities for the orientation workshops.

5. Registration fees shall be charged each participant from the regional and division offices, and the staff from the Central Office to cover board and lodging. The amount of registration fees shall be announced later since this will be computed on a region to region basis in coordination with the host region.

6. Registration fees and travel expenses of participants from the regional and division offices shall be charged to the retained earnings of their respective Provident Fund. On the other hand, registration fees and travel expenses of resource speakers and staff from the Central Office and COA, and expenses for supplies, materials and other incidental expenses shall be charged to the retained earnings of the Provident Fund-Central Office.

7. Immediate dissemination of this Memorandum to all concerned is desired.


EDILBERTO C. DE JESUS
Secretary 

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

FUNDS

WORKSHOPS

ORIENTATION WORKSHOP ON THE DepEd PROVIDENT FUND

SCHEDULE OF ACTIVITIES

| | Time | Topic/Activity |
|---------------|--------------|---|
| Day 0 P.M. | 4:00 – 6:00 | Arrival/Registration |
| | 6:30 | Dinner |
| | | |
| Day 1 | 7:00 – 8:00 | Breakfast |
| | 8:30 –9:00 | Opening Program |
| | 9:00 –9:30 | Briefing and Orientation |
| | 9:30 – 10:00 | Break |
| | 10:00 –12:00 | Revised Implementing Guidelines; Processing and Evaluation of Loan Applications; Distribution of Allocation |
| | 12:00 – 1:30 | Lunch break |
| | 1:30 – 5:00 | Government Financial Accounting System Relative to the Provident Fund |
| | 6:30 | Dinner |
| | | |
| Day 2 | 7:00 – 8:30 | Breakfast |
| | 8:30 – 9:00 | Recap |
| | 9:00 – 12:00 | Preparation of Status and Financial Reports |
| | 12:00 – 1:30 | Lunch break |
| | 1:30 – 5:00 | Open Forum / Workshop on Sample Cases |
| | 6:30 | Dinner |
| | | |
| Day 3 | 7:00 – 8:30 | Breakfast |
| | 8:30 Onwards | Departure |
| | | |