



MAR 12 2010

DepEd MEMORANDUM
No. **118**, s. 2009

TRAINING OF TRAINORS (TOT) ON FINANCIAL MANAGEMENT SYSTEM


To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) in coordination with the Accounting Division will conduct the Training of Trainors on Financial Management System by cluster on the following dates and venues:

Regions	Dates	No. of Participants	Venues
I, IV-A, V and CAR	May 25-28, 2010	1 – Regional Accountant 1 – Regional Finance Officer/Budget Officer 1 – Division Accountant of each Division in the region 1 – Administrative Officer/HRMO of each division in the region	Within the area of Subic, Olongapo City
II, III, IV-B and NCR	June 29-July 2, 2010	1 – Regional Accountant 1 – Regional Finance Officer/ Budget Officer 1 – Division Accountant of each Division in the region 1- Administrative Officer/HRMO of each division in the region	Within the area of Tagaytay City
VI, VII, VIII	July 13-16, 2010	1 – Regional Accountant 1 – Regional Finance Officer/ Budget Officer 1 – Division Accountant of each Division in the region 1- Administrative Officer/HRMO of each division in the region	RELIC, Candahug, Palo, Leyte
X, XI and CARAGA	August 10-13, 2010	1 – Regional Accountant 1 – Regional Finance Officer/ Budget Officer 1 – Division Accountant of each Division in the region 1- Administrative Officer/HRMO of each division in the region	Within the area of Cagayan de Oro City
IX, XII and ARMM	August 24-27, 2010	1 – Regional Accountant 1 – Regional Finance Officer/ Budget Officer 1 – Division Accountant of each Division in the region 1- Administrative Officer/HRMO of each division in the region	Within the area of Davao City



2. The training aims to:
 - a. equip accounting and administrative officers with working knowledge on DepEd financial system, budgeting and accounting system and other pre- and post-audit rules and processes, carrying disbursements, recording and preparation of reports;
 - b. establish regional/division training team to conduct division/school level orientation among field disbursing officers, cashiers and bookkeepers;
 - c. equip the training team with facilitating/presentation skills; and
 - d. develop training plans including content, processes and schedules for the division/school-level orientation.
3. Participants to the training are regional accountant, finance officer, administrative officer/human resource management officer and division accountant.
4. Division/School-level orientation shall be monitored by designated Central Office representatives using a process observation/monitoring instrument. Reports on the orientation are to be submitted to the office of the Assistant Secretary for Programs and Projects. Schedules and venues and training mechanisms will be finalized in the re-entry plans during the trainers training. Guidelines on the allocation and utilization of funds for the school level orientation will follow as soon as consolidated plan on the school level orientation is completed.
5. All concerned are requested to send the list of participants a week before the training to SDD-HRDS addressed to Ms. Nerissa L. Losaria, Asst. Chief, OIC SDD-HRDS. For further clarifications/questions, please contact Ms. Beth C. Acosta SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City at telefax no.: (02) 633-7237/(02) 638-8638.
6. Participants are expected to be at the venue on Day 0 (a day before the training proper).
7. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, honoraria and travel and per diem of facilitators, resource persons, training team and project staff, supplies, function room rental, and contingency funds during the trainers training and division/school level orientation are chargeable against Human Resource Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

FUNDS

TRAINING PROGRAMS

WORKSHOPS