



Tanggapan ng Kalihim
Office of the Secretary

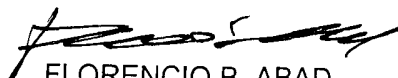
JUN 06 2005

DepED, MEMORANDUM
No. 163, s. 2005

FISCAL MANAGEMENT TRAINING WORKSHOP FOR SCHOOL HEADS

To: Regional Directors
Schools Division/City Superintendents

1. The DepED Financial and Management Service in coordination with the Philippine Elementary School Principals Association (PESPA) will conduct the Fiscal Management Training Workshop for School Heads on July 1-2, 2005 at the National Capital Region, Regional Educational Learning Center (RELC), Marikina City.
2. The objectives of the Seminar are to:
 - gain full understanding of fiscal operation of the School MOOE;
 - train trainers for re-echo of the seminar in the division level;
 - simulate the preparation of regional supporting documents and procurement of office supplies and materials; and
 - know the procedures on transfer of accountability including disposal of school properties.
3. The participants to this activity are the officers and members of the Philippine Elementary School Principals Association (see enclosed list of participants).
4. A registration fee of One Thousand Seven Hundred Pesos (PhP1,700.00) will be charged each participant to cover the expenses for board and lodging, conference materials, kits, and honorarium of speakers. The travel and registration fee are chargeable to local funds, school board funds and other sources subject to the usual accounting and auditing rules and regulations. Participants are allowed to attend on **official business**.
5. For pre-registration and further details, please contact Mr. Marino T. Calibara, PESPA Executive Director at tel. no. 634-92-85 or cell no. 0920-4051164.
6. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encl.:

As stated

Reference:

None

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

OFFICIALS
WORKSHOPS

Reformatted by: Maricar/DM-Workshop for School Heads
06-01-05

LIST OF PARTICIPANTS

1. Lilia V. Meimban
2. Agustina Rabo
3. Edil Duran
4. Mario Campilla
5. Caridad Qasan
6. Gloria M. Tumaliuan
7. Francisco S. Ramiro Jr.
8. Antonio Oreña
9. Segundina Bacuyog
10. Ricardio Badiola
11. Juanito F. Pantilanan
12. Agnes Manabat
13. Ericson Sabacan
14. Nicolasa Salas
15. Julito Bautista
16. Cesar P. Eclavea
17. Roman F. Pantaleon
18. Roberto Luna
19. Homer Mendoza
20. Letty R. Ordoñez
21. Marie Rose A. delos Reyes
22. Mildred Conde
23. Lilian Portales
24. Arsenia Pototoy
25. Rolando D. Bianzon
26. Manuel R. Cabiles Jr.
27. Salvador Belgica
28. Noel Cabaltera
29. Perla Magayanes
30. Milocroton V. Contreras
31. Nenita Cordova
32. Janelle Lagamon
33. Edgardo Siaton
34. Editha Contreras
35. Rolando Doroteo
36. Faviolito B. Alberca
37. Luisa C. Limbaga
38. Rosario Mahinay
39. Teresita Ga
40. Gloria Uliano
41. Ma. Ruby B. Veraflor
42. Alejo P. Yu
43. Reynaldo Bantasan
44. John Saludario
45. Evelyn Labitag
46. Rosalio B. Conturno Jr.
47. Edgardo V. Ibañez
48. Edgar Itum Amolo
49. Job Erico E. Aragon
50. Jose N. Locson
51. Avelino G. Dionson
52. Oliver Talaoc
53. Visminda E. Rabara
54. Ma. Isabel N. Añonuevo
55. Emmanuel B. Alingig
56. Roy Gaso
57. Adela S. delos Reyes
58. Edna Alona B. Duhaylungsod
59. Juanito G. Nombrado
60. Vicente A. Apolinarés Jr.
61. Edgar Sangalang
62. Jemma Gelmo
63. Sarah Cubas
64. Nora N. Nerpiol
65. Antonio Javier
66. Leonorita Pineda
67. Charlie P. Nbreja
68. Carlito O. Jerao
69. Erico M. Habijan
70. Franklin B. Marcelo
71. Nerisa Durian David
72. Alice G. Benzon
73. Abigail S. Ignacio
74. Rosalia Yee
75. Bella E. Santillan
76. Fe V. Daquipil
77. Bebelyn C. Corvera
78. William Rilveria
79. Ernesto P. Dulce
80. Ti-an Siding
81. Susan Aliping
82. Haj. Tanuay U. Lawansa
83. Wahab Macabantog
84. Salic Comacasar
85. Mitoon Ambor
86. Loreto V. Cruz

FISCAL MANAGEMENT TRAINING WORKSHOP FOR SCHOOL HEADS
National Capital Region, Regional Educational Learning Center [RELC]
Marikina City

		<i>June 30, 2005</i>	
		MORNING SESSION	
		AFTERNOON SESSION	
D A Y 1		4:00 8:00	Arrival/Settling Down of Participants
	<i>July 1, 2005</i>		
D A Y 2	8:00 - 9:00	REGISTRATION	1:30 - 2:30
	9:00 - 10:00	Opening Program	Fiscal Operation
	10:00 - 10:15	Break Time	Budget Process/Financial Management
	10:15 - 12:00	Orientation	Simulate filling up of supporting documents/forms
12:00 - 1:30	Lunch Time	4:00 - 5:00	Workshop/Open Forum
D A Y 3	<i>July 2, 2005</i>		
	8:30 - 9:30	Procedures in Inventory of Assets Disposal of Unserviceable Property and Transfer of Accountability	1:30 - 2:30
9:30 - 9:45	Break Time	2:30 - 3:30	Workshop
9:45 - 11:00	Workshop	3:30 - 4:00	Open Forum
11:00 - 12:00	Open Forum	4:00	→ Home Sweet Home
12:00 - 1:30	Lunch Time		

MARITES ABLAY
Chief, DepED Supply Officer

OLIVIA M. SAN PABLO
Chief Accountant