



FEB 20 2006

DepED MEMORANDUM

No. 70 s. 2006

NATIONAL TRAINING WORKSHOP FOR DEPED
PROVIDENT FUND IMPLEMENTERS

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, will conduct a series of workshops for DepED Provident Fund Implementers in the Central, Regional and Division Offices pursuant to Resolution No. 6, s. 2005 and Resolution No. 3, s. 2006 of the DepED Provident Fund National Board of Trustees.

2. Generally, this workshop will bring together Provident Fund implementers in the regional and division offices, specifically the secretariat and accountant in-charge, to provide a venue for the discussion of problems encountered in program implementation, and to arrive at possible solutions to address such problems. Specifically, the workshop aims to:

- a. update the participants with the latest developments concerning program implementation;
- b. address problems regarding the submission of reports and enhance the knowledge of program implementers in the preparation of reports required by the National Board of Trustees;
- c. create a standard format for reporting status of funds and establish the pro-forma journal entries in view of the program's decentralization to the division offices; and
- d. introduce the database program created for the Provident Fund.

3. Topics and activities in the workshop include financial reporting pro-forma journal entries for the Provident Fund, introduction of the database program, standard format for reports and reconciliation of reports.

4. Participants to the workshop from each regional and division office are the following:

- a. One (1) member of the secretariat who is directly in-charge of processing the Provident Fund loan applications and/or preparation of status reports;
- b. One (1) accountant in-charge of the Provident Fund; and
- c. One (1) Administrative Officer who is in-charge of implementing the Provident Fund and/or head of the secretariat.

Resource speakers will come from the Accounting Division-Regional Unit, the Employees Welfare and Benefits Division and DepED Region IX. Members of the National Board of Trustees and representatives from the COA will also be invited to the training workshop.

5. The national workshop will be conducted by regional clusters on the following schedules and venues:

Regions/Divisions Involved	Dates	Venues
NCR, CAR, I, II, III, IV-A, IV-B and V	March 7-9, 2006	Legenda Hotel, SBMA, Subic, Olongapo City
VI, VII, VIII, IX, X, XI, XII and CARAGA	March 21-23, 2006	ECOTECH Center, Cebu City

6. Enclosed is the schedule of activities for the training workshop.

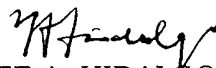
7. Participants are required to bring with them reports pertinent to the Provident Fund, such as the status of funds, adjusted trial balance, schedule of bad debts, schedule of ageing of accounts receivables, bank reconciliation as of December 31, 2005, schedule of collection of service fees from 1995 to the present, and other related financial statements.

8. Travel expenses of participants from the regional and division offices shall be charged to the retained earnings of their respective Provident Fund. Expenses for accommodation, supplies and other materials, communication, extra duty allowance of resource speakers and staff, contingency, and other incidental expenses and travel expenses of the staff of the Central Office including the members of the National Board of Trustees and COA representatives, shall be charged to the interest earnings of the high yield account of the Provident Fund-National Account.

9. Mrs. Zenaida G. Mendoza, Disbursing Officer I, Cash Division, is hereby designated as Disbursing Officer for this series of training workshop.

10. For more information, please contact Ms. Sonia de Leon, Chief, Employees Welfare and Benefits Division (EWBD), Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City with tel. no. (02) 633-7229/6353760.

11. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

FUNDS
 OFFICIALS

TRAINING PROGRAMS
 WORKSHOPS

Repormatted by: Sally/ProvidentFundImplementers
Feb. 6, 2006/comp. used dhel

NATIONAL WORKSHOP FOR PROVIDENT FUND IMPLEMENTERS

Cluster I - Regions I, II, III, IV-A, IV-B, V, NCR and CAR

Cluster II - Regions VI, VII, VIII, IX, X, XI, XII, and CARAGA

Venues : Cluster I - Legenda Hotel, SBMA, Olongapo City ; Cluster II - Ecotech Center, Lahug, Cebu City

Dates : Cluster I - March 7-9, 2006 ; Cluster II - March 21-23, 2006

PROGRAM OF ACTIVITIES

Day / Time	Activity / Topic for Discussion	In-Charge
Day 0 - March 6 (Cluster I); March 20 (Cluster II)		
1:00 - 6:00	Arrival / Registration	
7:00	Dinner	
Day 1 - March 7 (Cluster I); March 21 (Cluster II)		
7:00 - 8:00	Breakfast	
8:30 - 9:30	Opening Program	
9:30 - 12:00	Updates on Provident Fund; Problems Encountered by Secretariat in Reports Submitted by the Regional Offices	EWBD / COA
12:00 - 1:30	Lunch Break	
1:30 - 2:30	Continuation of Updates	
2:30 - 6:30	Financial Reports; Pro-Forma Journal Entries for Provident Fund	Acctg / COA
6:30 - 7:30	Workshop Guidelines	EWBD / Acctg
7:30	Dinner	
Day 2 - March 8 (Cluster I); March 22 (Cluster II)		
7:00 - 8:00	Breakfast	
8:30 - 9:00	Re-cap	
9:00 - 11:00	Introduction of Database Program	Mr. Benedick Inoferio

Day / Time	Activity / Topic for Discussion	In-Charge
11:00 - 12:00	Workshop I - Standard Format for Reports (Status of Funds and Financial Reports) and Journal Entries	
12:00 - 1:30	Lunch Break	
1:30 - 3:30	Con't of Workshop I	
3:30 - 6:30	Workshop II - Reconciliation of Reports (Allocations Received from CO and RO)	
7:00	Dinner	
Day 3 - March 9 (Cluster I); March 23 (Cluster II)		
7:00 - 8:00	Breakfast	
8:30 - 9:00	Re-cap	
9:00 - 11:00	Consolidation of Outputs and Plenary	
11:11 - 12:00	Closing Program	
12:00 - 1:30	Lunch	
1:30 Onwards	Departure	