



FEB 13 2008

DepED MEMORANDUM  
No. 70 s. 2008

FINANCIAL MANAGEMENT SYSTEM SEMINAR-WORKSHOP

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

1. The Department of Education through the Staff Development Division-Human Resource Development Service (SDD-HRDS) in coordination with the Accounting Division will conduct the Financial Management System Seminar-Workshop in six batches as follows:

Regions	Dates	Venue	No. of Participants
IV-A and IV-B	March 11-13, 2008	Within the area of Palawan	45 pax each region
III, V and NCR	April 22-24, 2008	Within the area of Tagaytay	30 pax each region
VI, VII and VIII	July 8-10, 2008	ECOTECH Center, Cebu City	30 pax each region
I, II and CAR	August 26-28, 2008	NEAP, Teachers Camp, Baguio City	30 pax each region
X, XI and CARAGA	September 16-18, 2008	Within the area of Cagayan De Oro	30 pax each region
IX and XII	November 18-20, 2008	Within the area of Zamboanga City	45 pax each region

2. The workshop will equip accountable 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. The workshop will also feature a session on graft prevention and gender and development.

3. Participants to the workshops are teachers who are designated/performing as special disbursing officers, cashiers and bookkeepers who were not able to attend the training last year. List of participants must originate with the regional office.

4. Please send the list of participants to SDD-HRDS c/o Ms. Beth C. Acosta, AO IV, DepED Central Office, Meralco Avenue, Pasig City at telefax nos. (02) 633-7237/(02) 638-8638.

5. Travel expenses and per diem of participants are chargeable against local funds, while board and lodging of participants and staff, travel expenses and per diem of facilitators and resource persons, honoraria of external resource persons and extra duty allowance for facilitators and project staff, supplies and other incidental expenses are chargeable against Training and Development Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Reference: None

Allotment: 1—(D.O. 50-97)

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

FUNDS  
SEMINARS  
WORKSHOPS

Reformatted by: Sally – Financial Mgt. System  
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