

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



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Finance and Administration*

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DepED MEMORANDUM
No. **380**, s. 2009

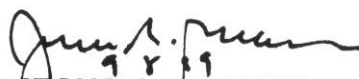
**TRAINING-WORKSHOPS ON THE STRENGTHENING OF INTERNAL CONTROL
SYSTEMS OF THE DEPARTMENT OF EDUCATION (DepED)**

To : Regional Directors
Schools Division Superintendents
Public Schools District Supervisors
School Heads
All Others Concerned

1. For purposes of strengthening the internal control system of the Department of Education, and corollary to the Department of Budget and Management (DBM) Circular Letter Nos. 2008-5 and 2008-8 which provides the guidelines on the establishment of internal control systems, the DepED Central Office, with the technical assistance of the Tribal Helm Consultants, will be conducting cluster training-workshops on the matter nationwide.
2. The said training-workshops will be held on the dates and venues stated below:

CLUSTER	REGIONS	DATE (2009)	VENUE
1 (Central Office)	CO-Internal Audit Service and Management Division, and Heads of Accounting, Budget and Personnel Divisions	Sept. 9 to 10	Regional Education Learning Center (RELC), Marikina City
2 (Luzon I Area)	NCR, IV-A, IV-B and V	Sept. 14 to 15	RELC, Marikina City
3 (Visayas Area)	VI to VIII	Oct. 1 to 2	Ecotech Center, Cebu City
4 (Mindanao Area)	IX to XIII and ARMM	Oct. 8 to 9	To be announced by the Secretariat
5 (Luzon II Area)	I to III and CAR	Oct. 13 to 14	Baguio Teachers' Camp, Baguio City

3. The topics to be discussed shall cover the following:
 - 3.1 Introduction to Internal Control and the National Guidelines on Internal Control Systems (NGICS): Roles of the Internal Audit Service, Management Division and Operational Management
 - 3.2 Five (5) Elements of Internal Control (DepED examples are to be included for group discussions in each of the above elements)
 - 3.2.1 Control Environment
 - 3.2.2 Risk Assessment
 - 3.2.3 Control Activities
 - 3.2.4 Information and Communication
 - 3.2.5 Monitoring of Internal Control
 - 3.3 Application of the Internal Control Checklist.
- 4 The number of participants per office, and identification of schools divisions and secondary schools per region are shown in Annex A.
- 5 For confirmation of attendance, please submit the names of the participants to Ms. Tesa Gaila Ricafort/Ching Cruz, Management Division, thru telefax No. (02) 6337248 not later than September 10, 2009.
- 6 Transportation, meals and snacks, board and lodging and other incidental expenses to be incurred in these activities shall be charged to EPIP Funds, except for the traveling expenses of the: 1) Tribal Helm Consultants within Metro Manila; and 2) DepED field offices/schools' participants which will be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
- 7 Immediate dissemination of this Order is desired.



JESUS G. GALVAN

Assistant Secretary

*Officer-In-Charge, Office of the
Undersecretary for Finance and Administration*

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

BUREAUS & OFFICES
TRAINING PROGRAMS
WORKSHOPS

LIST OF OFFICES/SCHOOLS TO PARTICIPATE IN THE 2009 CLUSTER ORIENTATION/TRAINING-WORKSHOPS ON INTERNAL CONTROL SYSTEMS OF THE DEPARTMENT OF EDUCATION

Cluster/Venue/Date	Central/Regional Offices	No. of Participants	Schools Division Offices	No. of Participants	Schools	No. of Participants	Total No. of Participants	
1 CENTRAL OFFICE RELC, Marikina City Sept. 9 to 10, 2009	a. Internal Audit Service	9						
	b. Management Division	13						
	c. Accounting Division (Chief)	1						
	d. Budget Division (Chief)	1						
	e. Personnel Division (Chief)	1						
	TOTAL	25		0		0	25	
2 LUZON I AREA RELC, Marikina City Sept. 14 to 15, 2009	a. National Capital Region	4	Marikina City	3	Parang National High School (NHS)	2		
	b. Region IV-A	4	Rizal	3	Antipolo NHS	2		
	c. Region IV-B	4	Oriental Mindoro	3	Aurelio Arago Memorial NHS	2		
	d. Region V	4	Camarines Sur	3	Pili NHS	2		
		SUB-TOTAL	16		12		8	36
3 VISAYAS AREA Ecotech, Cebu City Oct. 1 to 2, 2009	a. Region VI	4	Iloilo City	3	Iloilo City NHS	2		
	b. Region VII	4	Cebu City	3	Cebu City NHS	2		
	c. Region VIII	4	Leyte	3	Leyte Agro-Industrial School	2		
		TOTAL	12		9		6	27
	4 MINDANAO AREA (To be announced by the Secretariat) Oct. 8 to 9, 2009	a. Region IX	4	Pagadian City	3	Zamboanga Del Sur NHS	2	
b. Region X		4	Davao City	3	Davao City NHS	2		
c. Region XI		4	General Santos City	3	General Santos City NHS-Main Campus	2		
d. Region XII		4	Cotabato City	3	Cotabato City NHS	2		
e. Region XIII (CARAGA)		4	Surigao City	3	Surigao City NHS	2		
f. Autonomous Region in Muslim Mindanao (ARMM)		4	Lanao Del Sur-I	3	Adiong Memorial NHS	2		
		TOTAL	24		18		12	54
5 LUZON II AREA Baguio Teachers' Camp Oct. 13 to 14, 2009	a. Region I	4	Dagupan City	3	Dagupan City NHS - Main Campus	2		
	b. Region II	4	Tuguegarao City	3	Cagayan NHS	2		
	c. Region III	4	Tarlac	3	Tarlac NHS-Main Campus	2		
	d. Cordillera Administrative Region	4	Baguio City	3	Pines City NHS - Main Campus	2		
		TOTAL	16		12		8	36
COMPOSITION OF PARTICIPANTS PER REGION/DIVISION/SCHOOL	a. Regional Director	1	Schools Division Superintendent	1	Secondary School Principal	1		
	b. Chief Administrative Officer of Budget and Finance Division	1	Head of Administrative Unit or HRMO	1	Accountant or Bookkeeper	1		
	c. Chief Administrative Officer of Administrative Division or HRMO	1	Accountant	1				
	d. Accountant	1						
	TOTAL	4		3		2	9	

RECOMMENDING APPROVAL:

BUENA B. WAGAN
BUENA B. WAGAN
OIC, Internal Audit Service

LOUISA S. ROBERTO
LOUISA S. ROBERTO
OIC, Management Division

APPROVED:

JESUS G. GALVAN
JESUS G. GALVAN
Assistant Secretary
OIC, Office of the Undersecretary
for Finance and Administration