



Office of the Undersecretary

APR 06 2010

DepEd Memorandum  
No. **148**, s. 2010

TO : Undersecretaries and Assistant Secretaries  
Directors of Bureaus, Regions, Centers and Services  
Schools Division Superintendents  
Heads of Public and Private Secondary Schools  
Others Concerned

**SEMINAR-WORKSHOP FOR SCHOOL REGISTRARS,  
RECORDS OFFICERS AND BOOKKEEPERS, PART 3**

1. Due to a very strong clamor from the officials of public and private schools, as well as from certain DepEd field officials, particularly from the Visayas and the Mindanao Regions, the Seminar Workshop for School Registrars, Records Officers and Bookkeepers will be held for the third time at the Cebu Business Hotel, Cebu City on April 25-27, 2010. It will be organized by the National Association of Secondary Schools of the Philippines (NASSPHIL), in coordination with the Financial Management Service and the Office of Planning Service of DepEd Central Office.
2. The Seminar-Workshop aims to enable the participants to: a) understand the uses of data captured in DepEd's Basic Education Information System, and in the process, promote prompt submission of accurate school data; b) be apprised of principles and procedures for effective management of school records, including the discussions on Simplified Accounting Procedures for Non-Accountants for financial documents; and c) explore the possibilities and strategies for computerizing the grading system and providing the digital report card and Form 18-A.
3. Participants to this Seminar-Workshop are officials and staff from the DepEd central, regional and schools division offices, public and private schools, especially those participating under DepEd's ESC and EVS Programs who have not attended the first two Seminar-Workshops held in February and March this year.
4. A registration fee of Three Thousand Five Hundred Pesos (P3,500.00) shall be collected from each participant to cover board and lodging, handouts and other incidental expenses. First meal and morning snacks start on April 25 and ends at lunch on April 27. Registration and traveling expenses to/from venue shall be charged against local funds, subject to accounting and auditing regulations.
5. To avoid over-booking with the venue as what happened in the past, the first come, first served basis shall be observed. Please complete the Confirmation Slip enclosed and fax to (02) 633-1941. You may also contact directly Dr. Exequiel F. Guanzon, President, NASSPHIL at CP 0917-806-4103, or the FMS-Accounting Division at telephone number (02) 631-7673, c/o Ms. Tess Guledew.
6. Immediate and wide dissemination of this Memorandum is desired.

**MANAROS B. BORANSING**  
Undersecretary for Finance & Administration

Encl.:

As stated

References:

DepEd Memorandum: Nos. 59 and 76, s. 2010

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

OFFICIALS  
SEMINARS  
WORKSHOPS

**CONFIRMATION FORM**

**SEMINAR-WORKSHOP FOR SCHOOL REGISTRARS,  
RECORDS OFFICERS AND BOOKKEEPERS, PART 3**

**MS. MA. RHUNNA L. CATALAN**  
Chief Accountant  
Department of Education  
DepEd Complex, Meralco Avenue,  
Pasig City

Madam,

We are confirming the attendance of the following personnel from our office to your **“Seminar-Workshop for School Registrars, Records Officers and Bookkeepers, Part 3”** on April 25-27, 2010 at Cebu Business Hotel, Cebu City.

NAME	POSITION/DESIGNATION
1. _____	_____
2. _____	_____
3. _____	_____

**Important Notice:**

Seminar fee may be in cash or check in the amount of **THREE THOUSAND FIVE HUNDRED PESOS (P3, 500.00)** payable to **NATIONAL ASSOCIATION OF SECONDARY SCHOOLS OF THE PHILIPPINES (NASSPHIL)** on or before April 25, 2010.

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Division Head/Immediate Superior