



REPUBLIKA NG PILIPINAS
KAGAWARAN NG EDUKASYON
Meralco Avenue, Pasig City



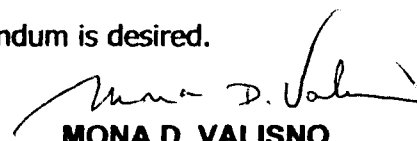
JUN 04 2010

DepED Memorandum
No. 259, 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 ON SCHOOL IMPROVEMENT PLANNING AND
CONCOMITANT FINANCIAL MANAGEMENT OPERATIONS**

1. The National Association of Secondary Schools of the Philippines (NASSPHIL), in coordination with DepEd Central Office, will hold a Seminar-Workshop above stated. It aims to equip the participants with knowledge, skills and attitudes on the proper preparation of data-driven School Improvement Plans (SIPs), budgeting for the programs and activities listed in the SIPs using local resources, and accounting for such funds in conformity with DepEd's Quality Management System, School-Based Management Standards and Simplified Accounting Procedures. The Seminar-Workshop is for all public schools, especially the beneficiaries of the SBM Grant, and interested private schools, particularly those participating in DepEd's GASTPE ESC and EVS Programs. This will be conducted on June 18-20, 2010 at Bacolod Pavillon Hotel and Convention Center, Bredco Port, Bacolod City. Enclosure 1 shows the indicative Program of Activities.
2. Participants to this Seminar-Workshop are Officials and Staff from the DepED central, regional and schools division offices public and private schools, particularly School Heads, Disbursing Officers, Bookkeepers, Accountants and Budget Officers or their equivalent, so that together, they can work as a team in pursuit of school improvement.
3. A registration fee of Three Thousand Five Hundred Pesos (P3,500.00) shall be collected from each participant to cover board and lodging, honorarium for speakers, handouts and others incidental expenses. First meal to be served will be lunch on June 18 and ends at lunch on June 20, 2010. Registration and traveling expenses shall be charged against local funds, subjects to accounting and auditing rules and regulations.
4. 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 0930-681-8454 or the FMS-Accounting Division at telephone number (02) 631-7673, c/o Ms. Ma. Teresa Guledew.
5. Immediate and wide dissemination of this Memorandum is desired.


MONA D. VALISNO
Secretary

Encl.:

As stated

Reference:

N o n e

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

FUNDS

PROGRAMS

SEMINARS

WORKSHOPS

Indicative Program of Activities
**SEMINAR-WORKSHOP ON SCHOOL IMPROVEMENT PLANNING AND
 CONCOMITANT FINANCIAL MANAGEMENT OPERATIONS**
 Bacolod Pavillon Hotel and Convention Center, Bredco Port, Bacolod City

Date	A.M.	P.M.
		Opening Ceremony
		- National Anthem
		- Doxology
		- Acknowledgment of Participants
		Keynote Address: Undersecretary Manaros Boransing
		Statement of Purpose
June 18		I. Overview of DepEd's Quality Management System and the SBM Standards and Framework
11:00 am	Registration	
		II. School Improvement Planning, Use of BEIS, NAT Results and Other Available Data
		Open Forum
	Lunch	Dinner
		Meeting of Bookkeepers, Disbursing Officers

June 19	III. Budgeting for SIPs with Exercises	IV. Managing... Continued
	IV. Managing School Resources, e.g. The School MOOE, Canteen Funds And LSB Support	Open Forum
		V. Simplified Accounting Procedures as applied to Prototype SIP

June 20	V. Simplified... Continued	VI. Seminar Synthesis
	Open Forum	Closing Ceremony

(Enclosure No. 2 to DepEd Memorandum No. 259, s. 2010)

C O N F I R M A T I O N F O R M

**SEMINAR-WORKSHOP ON SCHOOL IMPROVEMENT PLANNING &
CONCOMITANT FINANCIAL MANAGEMENT OPERATIONS.**

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 HEADS, DISBURSING OFFICERS, BOOKEEPERS, ACCOUNTANTS AND BUDGET OFFICERS AND PRINCIPALS** on June 18-20, 2010 at Bacolod Pavillon Hotel and Convention Center, Bredco Port, Bacolod City.

<i>NAME</i>	<i>POSITION/ DESIGNATION</i>	<i>SCHOOL/REGION</i>	<i>CONTACT NO.</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Important Notice:

Seminar fee may be in cash or in check in the amount of **THREE THOUSAND FIVE HUNDRED PESOS (P3, 500.00)** payable to **NATIONAL ASSOCIATION OF SECONDARY SCHOOLS OF THE PHILIPINES (NASSPHIL)** on or before June 18, 2010.

Division Head / Immediate Superior