



Republic of the Philippines  
**Department of Education**

04 NOV 2019

DepEd MEMORANDUM  
No. **159**, s. 2019

**NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE  
SERVICE-CASHIER GROUP**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Administrative Service-Cash Division, in coordination with DepEd Regional Office No. VI and the Schools Division of Iloilo Province, will hold the **National Conference of Personnel in the Administrative Service-Cashiers Group** with the theme, Embracing Reforms, Empowering Cashiers, from November 25 to 28, 2019 in Iloilo City.

2. The objective of the conference is to provide a venue where cashiers share their experiences and identify common issues, concerns, and problems that affect their functions and come up with possible solutions to address such in the form of policies. Specifically, it aims to

- a. enhance their skills and knowledge in cash management and control that will strengthen the performance of their functions to further improve delivery of services to the teachers, learners, and stakeholders;
- b. provide updates on the rules and regulations on cash management and control and present the reforms issued by the Department of Budget and Management (DBM), Bureau of Treasury (BTr), and other regulatory offices;
- c. expose the cashiers to practices of cash management in other government and nongovernment agencies; and
- d. build harmonious relationship and strengthen linkages among the cashiers in the regional and schools division offices and implementing units.

3. Participants to this conference are cashiers from the central, regional offices (ROs) and schools division offices (SDOs). Each RO and SDO is allowed to send only one participant. Also included is one disbursing officer from the five implementing units of each region. The RO shall be responsible and is enjoined to fill the slots available to the region for this conference.

4. Expenses related to this conference, including board and lodging, travel expenses of participants, facilitators, and secretariat from the central office, honorarium of resource persons/speakers and guests, supplies and materials and contingency shall be charged to the 2019 Organizational and Professional Development for Non-School Based Personnel (OPDNSP) Funds, subject to usual accounting and auditing rules and regulations. Travel expenses of participants from the RO, SDO, and selected implementing units shall be charged to their respective funds.

5. Enclosed is the program of activities for reference and guidance.
6. To facilitate the arrangement for board and lodging, participants from the RO, SDO and implementing units are advised to confirm their attendance through online registration at [bit.ly/DepEd\\_CASHIERS](http://bit.ly/DepEd_CASHIERS) on or before **November 8, 2019**. The **No Confirmation, No Accommodation** policy will be strictly implemented; thus timely compliance to the deadline of confirmation is enjoined.
7. For more information, please contact **Ms. Melissa B. Boco** or **Ms. Liezel A. Ednaco**, Cashier Division, Ground Floor, Teodora Alonzo Bldg., Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [melissa.coco@deped.gov.ph](mailto:melissa.coco@deped.gov.ph), [liezel.ednaco@deped.gov.ph](mailto:liezel.ednaco@deped.gov.ph) or telephone nos. (02) 8633-7220 and (02) 8637-2408.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

CONFERENCE  
EMPLOYEES  
OFFICIALS

**NATIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE SERVICE - CASHIERS GROUP**

Venue Iloilo City  
Date November 25-28, 2019

**PROGRAM OF ACTIVITIES**

	<b>Day 0</b> <i>(Nov 25)</i>	<b>Day 1</b> <i>(Nov 26)</i>	<b>Day 2</b> <i>(Nov 27)</i>	<b>Day 3</b> <i>(Nov 28)</i>
6:30		Breakfast	Breakfast	Breakfast
7:00				
8:00		Continuation of Registration	Management of Learning	Management of Learning
9:00		Opening Program / Statement of Purpose	TSA and MDS Check Request - Bureau of Treasury	Reporting
10:00				
11:00		Bureau of Treasury Management System (BTMS) - DBM	Basics of Counterfeit Detection	Synthesis, Agreements and Closing Program
12:00		Lunch	Lunch	Lunch
1:00				
2:00	Arrival	Stress Management and Worklife Balance		
3:00				
4:00			Immersion Activity	Departure
5:00	Registration	Updates on CSC Rules		
6:00		eMDS, WeAccess Info - Landbank of the Philippines		
7:00	Dinner	Dinner / Socials	Dinner	