



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet

Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph



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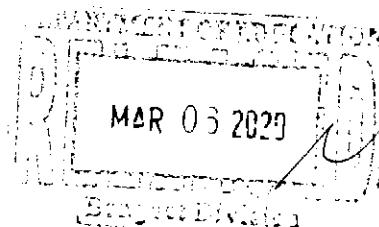
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Division Memorandum No. 064 s. 2020

Name of Office:
OSDS-SDS Office

TO: Elementary and Secondary School Heads
Mobile Bookkeepers & School Bookkeepers (Non-IUs)
All Others Concerned

FROM:  **BENILDA M. DAYTACA, EdD, CESO VI**
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



**SUBJECT: CAPABILITY BUILDING ON FINANCIAL MANAGEMENT FOR
NEWLY DESIGNATED/APPOINTED FINANCE PERSONNEL**

DATE: March 06, 2020

1. The Division Office will be conducting capability building on financial management to all newly designated/appointed finance personnel (*list attached*) on March 11-12, 2020 at Dap-ayan Restaurant, Km. 5, Pico, La Trinidad, Benguet.
2. At the end of the activity, the participants will be able to:
 - a. Apply governing principles, policies and specific procedures and other factors to be considered in the procurement process as stipulated in RA 9184;
 - b. Understand the basic flow of funds to and from different sources (DBM, Bureau of Treasury, Central Office, Regional Offices, Division Offices, and Schools including foreign-assisted projects);
 - c. To equip the finance personnel with at least the minimum knowledge about concepts, methods and procedures of a simplified fund management system;
 - d. Enhance knowledge and skills on the content and processes on preparation of liquidation reports; and
 - e. Learn other management practices to be applied consistently throughout the department ensuring the quality, the completeness and timeliness in submission of liquidation reports.
3. Expenses for meals (Lunch and Snacks) shall be shouldered by the Division Office while travelling expenses shall be charged against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.



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Division Memorandum No. 057 s. 2020

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**PARTICIPANTS TO THE CAPABILITY BUILDING ON FINANCIAL MANAGEMENT
FOR NEWLY DESIGNATED/APPOINTED FINANCE PERSONNEL**

	<i>Official Station</i>	<i>Name</i>
1	Adaoay NHS	DAYAGAN, RICHELLE T.
2	Adaoay NHS (Abucot Ext)	BASATAN, GEMMA T.
3	Ampusongan NHS Annex-Kayapa	LEE, JENNY KIMBERLY B.
4	Bakun NHS-Main	NAWEN, JONNAH L.
5	Balili NHS-Main	SANTOS, TERESITA F.
6	Benguet NHS-Annex Alno	WAKAT, ANGELICA P.
7	Binga NHS	SAB-IT, JERMILYN D.
8	Bulalacao NHS	AGUSTINA JACKFREY
9	Camp 30 NHS	WANKEY, MARLYN M.
10	Cordillera Regional HS	BAGTA, DAVE N.
11	Daklan NHS	FREDDIE H. CUIDNO
12	Eastern NHS	BANDAO, SHANI LU P.
13	Evelio Javier MNHS- Pimmingan-Ansagan	DIW-AYAN, EMILY A.
14	Fianza MNHS- Tinongdan	SIANO, RYAN GEORGE A.
15	GBDAIS Ext. -Taba-ao	OWAO, JONNA D.
16	Guinaoang NHS	DOUGLAS, ESTHER V.
17	Kapangan Central NHS	CURA, JENALYN
18	Kapangan NHS-Sagubo	BEGAWEN, ELLYN
19	Laurencio Fianza-NHS	BAYENG, JOANA MARIE B.
20	Loacan NHS(Alejo MNHS Annex-Loacan	SALVINO, CRIZALYN MAE M.
21	Sablan NHS	BAUTISTA, ELRODIZA M.
22	Sinipsip NHS-Natubleng Ext'n	GUINDAYAN, ARGEL
23	TSHI-Annex (Ambuklao)	ALINGBAS, RUDYLINE M.
24	Managenese Elementary School	DYSEBEL C. MOCYAT
25	Kibungan Central School	FEBRA P. CANUTO
26	Bulalacao Elementary School	LILIAN A. CARPIO
27	Bashoy Elementary School	EWALD AGUSTIN
28	Sablan Central School	ZONIA MAE QUIPOT

Signature