

Nov.15, 2017

DIVISION MEMORANDUM
NO. 335, s. 2017

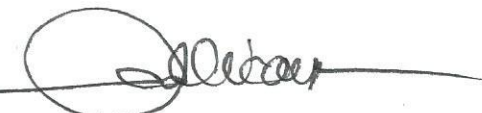
FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) DIVISION ROLL-OUT

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID / SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

1. Pursuant to the basic principles of financial management and operations, DepED Cavite will conduct Financial Management Operations Manual (FMOM) Division Roll-Out on November 27 to December 2, 2017 at Tanza Oasis Hotel and Resort, Tanza Cavite.
2. This activity aims to:
 - a. To ensure standard and uniform application of rules and processes in financial management operations, as prescribed by governing regulations for budget; accounting; procurement; and asset management.
 - b. To fully understand the existing financial management system as documented in the FMOM.
3. Participants to the roll-out are the following

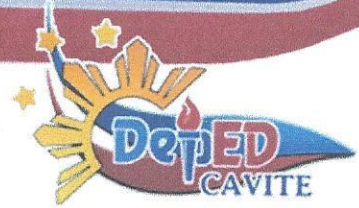
	Participants
Elementary / Secondary Non-IUs	School Head
	School Property Custodian
	School Teacher Clerks
Secondary IUs	School Head
	Supply Officer / School Property Custodian
	School Accountant / Sr. Bookkeeper

4. Attached in this Memorandum is the Training Matrix and Schedule.
5. Expenses to the said activity are chargeable against MOOE funds (with Downloaded Funds from Central Office) subject to the usual accounting and auditing rules and regulations.
6. Confirmation of participants is on or before November 22, 2017, Wednesday. Please contact Ms. Maribel Rojo and/or Ms. Erica Ersando at 412-0848 or email your confirmation to depedcavite.accounting@deped.gov.ph
7. Immediate dissemination of this Memorandum is desired


 by: ELIAS A. ALICAYA, JR. Ed.D.
 OIC, Assistant Schools Division Superintendent
 for **CHERRYLOU D. DE MESA**
 OIC, Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Enclosure No. 1 to the Division Memorandum No. 335, s.2017

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

ELIAS A. ALICAYA, EdD
OIC, Office of the Schools Division Superintendent

CHERRY D. BAYOT
Accountant III

JOEL M. SOLIS
Administrative Officer V – Budget

MANAGEMENT STAFF

Registration

Chairperson: Eugenio Reyes
Member: Edna Zurbano
Rea Lisa Rabulan
Nenita Fronda
Alicia Panganiban

Program/Invitation

Chairperson: John Malong
Member: Roxanne Guimpatan
Dulce Tampoc

Accommodation

Chairperson: Cherry Bayot
Erica Ersando
Maribel Rojo

Documentation

Chairperson: Eunese Loyola
Member: Sherwin Rom
Cheryl Joma-os

Certificates

Chairperson: Tristan Sarmiento
Member: Joyce Mojica
Marieta Barrera
Elenita Feraer



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Enclosure No. 2 to the Division Memorandum No. 335, s.2017

FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) DIVISION ROLL-OUT

Day	Activities	
1	8:00 – 9:00	Registration
	9:00 – 10:00	FMOM Overview
	10:00-11:00	Revenue and Receipts
	11:00-12:00	Accounting and Disbursement Procedures
	12:00-1:00	Lunch Break
	1:00-5:00	Budget Process (Q&A)
2	9:00-12:00	School-Based Financial Management / (Q&A)
	12:00-1:00	Lunch Break
	1:00-5:00	Asset Management / (Q&A)
3	9:00 – 10:30	Liability Management
	10:30-12:00	Financial Reporting System (Q&A)
	12:00	Check Out

Enclosure No. 3 to the Division Memorandum No 335, s.2017

SCHEDULE

CLUSTER I (Nov. 27-29, 2017)

East Unit: Elem Schools

South Unit: Elementary Schools and Secondary Schools

CLUSTER II (Nov.30- Dec 2, 2017)

Imus City Division (Sec. School-IUs)

Bacoor City Division (Sec. School-IUs)

East Unit (Secondary Schools)

North Unit: Elem Schools and Secondary Schools

West Unit: Elem Schools and Secondary Schools



(046) 419-1286



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www.facebook.com/DivisionOfCaviteProvince



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