



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga del Norte
Dipolog City 7100



MEMORANDUM

TO: Schools Division Accountant
Schools Division Budget Officer
Schools IU's Principal
Schools IU's Senior Bookkeeper
Schools IU's Disbursing Officer II
All Others Concerned

FROM: **PEDRO MELCHORM M. NATIVIDAD, CSEE**
Office In-Charge
Office of the Schools Division Superintendent

SUBJECT: **RE: Seminar/Workshop on the Roll-out/Cascading of Financial Management Operation Manual (FMOM), for Implementing Units (IU's).**

DATE: October 6, 2017

1. This has Reference to the Unnumbered Memorandum dated August 26, 2016 on the conduct of roll-out to Implementing Units (IU's) on Financial Management Operation Manual (FMOM) for Principal/ School Heads, Senior Bookkeeper and Disbursing Officer.
2. The objective of the aforementioned FMOM training is to equip knowledge about concepts, methods and procedures of a simplified Fund Management System.
3. Each Implementing Units (IU's) is allotted with three (3) slots of participants. The participants are the following:
 - a. Principal/ Senior Bookkeeper/ Disbursing Officer II
4. Travel Order of the participants is prepared in the Division Office and will be forwarded to the Receiving and Releasing Section c/o Mr. Arnel C. Masion.
5. Participants are expected to be at the venue on Day 1, November 8, 2017 before the opening program at exactly 8:00 o'clock in the morning. First meal will be breakfast on Day 1 and Last meal will be dinner on Day 3 (November 10, 2017). With AM and PM snacks.
6. Board and lodging of the all the participants, facilitators shall be charged to Division office funds while travelling expenses of the participants of Secondary School Implementing Units shall be charged against their respective school MOOE subject to usual accounting and auditing rules and regulations.
7. Expected date will be held on November 8-10, 2017 in Dipolog City.
8. Immediate and wide dissemination of this memorandum is desired.



AUTHORITY TO TRAVEL

TO: The following personnel, to wit;

D. O. (Participants)

No.	Name:	Position:	Station:
1.	Arvie M. Ompoy	Accountant III	Division Office
2.	Casemera V. Lunjas	Budget Officer	Division Office
3.	Christin James S. Paco	Admin. Assistant I	Division Office

Implementing Unit (Sec. School Participants)

No.	Name of Person:	Senior Bookkeeper:	Disbursing Officer II:	Station:
1.	Celestina P. Lomoljo	Baby Celeste O. Laurena	Ronil C. Pedrontes	Bacungan NHS
2.	Wilson P. Sevilla	Ma. Cristabel M. Nieves	Elsa D. Daep	Katipunan NHS
3.	Fernando Malazarte	Brenda B. Bagaloyos	Jaime F. Saladaga	Liloy NHS
4.	Daisy Flor J. Romaguera	Eustaquio Arlon Reyes	Lenibelle V. Isolana	Manukan NHS
5.	Lorna V. Sarmion	Jemima D. Garay	Gina B. Yusop	Pinan NHS
6.	Josephine P. Crisostomo	Aisha Mie Faith M. Fernandez	Anna Liza A. Edulan	Polanco NHS
7.	Jennifer T. Bulanon	Florites Menoza	Jaime C. Almonte	Salug NHS
8.	Nilda Galaura	Marilou Mondarte	Cirila C. Bersales	SNAS
9.	Noralyn R. Sabanal	Ma. Fe Bulatao	Bjel S. Ora	Sindangan NHS
10.	Roldan B. Calapiz	Omar Patayon	Leopoldo B. Tamayo	Kipit AgroFHS

Purpose of Travel: TO ATTEND RE: FINANCIAL MANAGEMENT
OPERATIONS MANUAL (FMOM) SEMINAR/WORKSHOP
FOR IMPLEMENTING UNITS (IU's).

Venue: To be announced later after procurement procedure has been done.

Destination:

Inclusive Dates: November 8-10, 2017

Fees/Registration: FREE

Charges/Sources of Funds: Transportation expenses, per diems & other incidental expenses for all personnel of Secondary School Implementing units shall be charged against their respective MOOE (Local School Funds) subject to the usual existing state accounting and auditing rules and regulations.

Date prepared: Friday, October 16, 2017

Requested by:

ARVIE M. OMPOY, CPA
Accountant III

Approved by,

PEDRO MELCHOR M. NATIVIDAD, CSEE
Officer In- Charge
Office of the Schools Division Superintendent



**FINANCIAL MANAGEMENT OPERATIONS MANUAL(FMOM)
ROLL-OUT/ CASCADING
IMPLEMENTING UNIT(SECONDARY SCHOOLS)**

November 8-10, 2017

PRELIMINARIES

BREAKFAST

7:00-7:30 AM

7:30-8:00 AM

8:00-9:00 AM

Arrival/ Registration

Opening Program

- Prayer (Jemima D. Garay)
- Philippine National Anthem (Ma. Cristabel Nieves)
- Welcome Address and Participant's Acknowledgement (Casemera V. Lunjas)
- Statement of Purpose (Arvie M. Ompoy, CPA)
- Superintendent's Message (Pedro Melchor M. Natividad, CSEE)

Presentation: Pinan NHS and Bacungan NHS Participants

SEMINAR/ WORKSHOP PROPER

9:00-9:30 AM

FMOM Overview

Objectives

Leveling of Expectations

9:30-10:30 AM

School-based Financial Management Overview viz SIP/AIP

Question and Answer

School-based Financial Management Process

- School Planning/ Budgeting
- Casheiring and Disbursement

10:30-12:00 NN

Accounting and Recording

- Asset Management

12:00-1:00 PM

LUNCH

Presentation: Katipunan NHS and Sindangan NHS Participants

1:00-5:00 PM

- Physical and Financial Reporting (Liquidation Report)

Question and Answer

School-based Financial Management Process

6: 00-7:00 PM

DINNER

7:00-8:00 AM

BREAKFAST

8:00-12:00 NN

PRESENTATION

Procurement

12:00-1:00 PM

LUNCH

Presentation: Polanco NHS & SNAS Participants

1:00-5:00 PM

Question and Answer

WORKSHOP

6:00- 7:00 PM

DINNER

7:00-8:00 AM

BREAKFAST

8:00-12:00 NN

PRESENTATION

Presentation of Liquidation Report

Presentation of Workshop Outputs

12:00-1:00 PM

LUNCH

Presentation: Manukan NHS & Kipit-Ago Fishery NHS Participants

1:30-5:00 PM

Wrap-Up

Closing

6:00-7:00 PM

DINNER

EMCEE: Robert Poculan

Prepared by:

ARVIE M. OMPOY

Accountant III

Reviewed by:

ROBERT POCULAN

UPDIL CSEE

Noted by:

PEDRO MELCHOR M. NATIVIDAD, CSEE

OIC, School Division of Superintendent