



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
School Principals
School Senior Bookkeepers
School Disbursing Officers II
All Others Concerned

FROM: The Office of the Schools Division Superintendent

SUBJECT: **Seminar/Workshop on the Roll-out/Cascading of Financial Management Operation Manual (FMOM)**

DATE: November 20, 2017

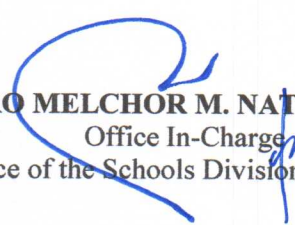
1. This has reference to the Unnumbered Memorandum dated August 26, 2016 on the conduct of roll-out to Non-Implementing Units on Financial Management Operation Manual (FMOM) for Principal/ School Heads, Senior Bookkeepers, Disbursing Officer/Treasurer & Designated BAC Chair.
2. The objective of this training is to equip the participants with knowledge about concepts, methods and procedures of a simplified Fund Management System.
3. All Elementary and Secondary schools are allotted with **three (3) participants ONLY** and it is imperative that this activity will be participated by the following personnel on the slated schedule, to wit:
 - a. Principal/ School Head ;
 - b. Central School Bookkeeper/ Designated Bookkeeper;
 - c. Disbursing Officer II/ Designated Treasurer.

In the absence of the school Bookkeeper and/or Disbursing Officer, the school Designated BAC Chairman may attend.

Batch	Date	Districts	Expected No. of Participants
1	November 22- 24, 2017 <i>First meal is served on November 22, 2017. Last meal is served on November 24, 2017.</i>	La Libertad, Pinan, Mutia, Polanco I, Polanco II, Rizal, Sergio Osmena I, Sergio Osmena II, Sibutad, Katipunan I and II and Manukan I and II	747
2	November 25- 27, 2017 <i>First meal is served on November 25, 2017. Last meal is served on November 27, 2017.</i>	Ponot, Roxas I and II, Siayan, Sindangan Central, Sindangan North, Sindangan South, Bacungan, Godod, and Gotalac I and II	765
3	November 28- 30, 2017 <i>First meal is served on November 28, 2017. Last meal is served on November 30, 2017.</i>	Kalawit, Labason, Liloy I and II, Salug I and II, Sibuco, Siocon, Sirawai, Tampilisan and Baliguian. <ul style="list-style-type: none">• <i>Participants from Baliguian, Siocon, Sirawai and Sibuco Districts are allowed to check in on November 27, 2017 at 12:00nn and first meal served is dinner.</i>	753

Attached herewith are the working committees which are composed of all District and IU Bookkeepers, QATAME and HRD personnel and the medical team; and the training matrix.

4. Meals which includes breakfast, lunch , dinner and two snacks; board and lodging of all the participants, facilitators and working committees shall be charged to Division office funds (Per Sub-ARO # OSEC-9-17-6016) while travelling expenses of the participants shall be charged against their respective school MOOE subject to usual accounting and auditing rules and regulations.
5. The participants whose schedule fall on a weekend or holiday shall enjoy one(1) service/leave credit per day.
6. The venue will be at Top Plaza Hotel, Dipolog City.
7. Immediate and widest dissemination of this memorandum is desired.


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

TRAINING MATRIX			
FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) ROLLOUT			
Batch 1: November 22- 24, 2017; Batch 2: November 25- 27, 2017; Batch 3: November 28- 30, 2017			
DAY 1			
TIME	CLASS 1	CLASS 2	CLASS 3
7:30- 8:00AM	Registration		
8:00- 8:30 AM	PLENARY		
8:30- 9:30 AM	Opening Program - Superintendent's Hour		
9:30- 10:00AM	FMOM Overview - Objectives - Leveling of Expectations		
10:00- 10:30AM	School- Based Financial Management Overview viz SIP/ AIP		
10:30- 12:00NN	School- Based Financial Management Process Arvie M. Ompoy, CPA- Division Accountant	School Planning/ Budgeting - Preparation of Work and Financial Plan Casemera V. Lunjas, AO V- Budget	Cashiering and Disbursement Aisha Mie Fernandez, Sr. Bkkpr.
12:00- 1:00PM	LUNCHBREAK		
1:00- 2:30 PM	School Planning/ Budgeting - Preparation of Work and Financial Plan Casemera V. Lunjas, AO V- Budget	Cashiering and Disbursement Aisha Mie Fernandez, Sr. Bkkpr.	School- Based Financial Management Process Arvie M. Ompoy, CPA- Division Accountant
2:30- 4:00PM	Cashiering and Disbursement Aisha Mie Fernandez, Sr. Bkkpr.	School- Based Financial Management Process Arvie M. Ompoy, CPA- Division Accountant	School Planning/ Budgeting - Preparation of Work and Financial Plan Casemera V. Lunjas, AO V- Budget
4:00- 5:00PM	OPEN FORUM	OPEN FORUM	OPEN FORUM
	DINNER		
DAY 2			
TIME	CLASS 1	CLASS 2	CLASS 3
7:30- 8:00AM	MOL	MOL	MOL
8:00- 10:00AM	Accounting and Recording- Asset Management Arvie M. Ompoy, CPA- Div. Accountant	Physical and Financial Reporting of Liquidation Casemera V. Lunjas, AO V- Budget	Procurement Wilson H. Inding, SEPS and BAC Secretariat
10:00- 12:00NN	Physical and Financial Reporting of Liquidation Casemera V. Lunjas, AO V- Budget	Procurement Wilson H. Inding, SEPS and BAC Secretariat	Accounting and Recording- Asset Management Arvie M. Ompoy, CPA- Division Accountant
12:00- 1:00PM	LUNCHBREAK		
1:00- 3:00 PM	Procurement Wilson H. Inding, SEPS and BAC Secretariat	Accounting and Recording- Asset Management Arvie M. Ompoy, CPA- Division Accountant	Physical and Financial Reporting of Liquidation Casemera V. Lunjas, AO V- Budget
3:00- 6:00PM	School- Based Financial Management Process Casemera V. Lunjas, AO V- Budget	School- Based Financial Management Process Aisha Mie Fernandez, Sr. Bkkpr.	School- Based Financial Management Process Arvie M. Ompoy, CPA- Division Accountant
6:00- 10:00PM	DINNER AND SOCIALIZATION		
DAY 3- November 25, 2017			
TIME	CLASS 1	CLASS 2	CLASS 3
7:30- 8:00AM	MOL	MOL	MOL
8:00- 12:00NN	WORKSHOP - Preparation of Cash Disbursement Record - Preparation of Liquidation Report - Procurement	WORKSHOP - Preparation of Cash Disbursement Record - Preparation of Liquidation Report - Procurement	WORKSHOP - Preparation of Cash Disbursement Record - Preparation of Liquidation Report - Procurement
12:00-1:00PM	LUNCHBREAK		
1:00- 4:00PM	Presentation of Output	Presentation of Output	Presentation of Output
4:30- 5:00 PM	PLENARY Closing Program Distribution of Certificates Closing Prayer		

Prepared by:

Nicquette R. E. Tangon
NICOLLETTE RIA E. TANGON
EPS II- HRD

Reviewed by:

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ARVIE M. OMPOY, CPA
Division Accountant

Noted:

Pedro Melchor M. Natividad
PEDRO MELCHOR M. NATIVIDAD, CSEE
OIC, Schools Division Superintendent