



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

RELEASED
DEC 03 2022
OFFICE OF THE SUPERVISOR
9:48

December 7, 2022

Division Memorandum
No. 372, s. 2022

**PROVISION OF TECHNICAL ASSISTANCE TO THE
NEW IMPLEMENTING UNIT SCHOOLS**

To: **Accountant III**
AO V - Budget Officer
School Heads of Manabo NHS and Western Abra NHS
All Administrative Assistants from Manabo NHS and Western Abra NHS
All Others Concerned

1. Pursuant to DepEd Order No. 29, s. 2019, it is a responsibility of the SDO Budget & Finance Section to train, advise and provide technical assistance to School Heads on the management of funds transferred to school accounts. Relative to this, please be informed that there will be a **"Provision of Technical Assistance to the New Implementing Unit Schools"** with the following schedule:
 - a. BATCH 1 - December 15, 2022 (09:00 am to 05:00 pm) - **MANABO NHS** and
 - b. BATCH 2 - December 16, 2022 (09:00 am to 05:00 pm) - **WESTERN ABRA NHS**.
2. The objectives of this activity are as follows:
 - a) to orient the personnel from the newly approved implementing unit schools on Budget Management System (BMS);
 - b) to provide technical assistance and orientation on the setting-up of Enhanced Financial Reporting System (eFRS);
 - c) to provide hands-on training on the Cashiering Process and Preparation of Disbursement Voucher and List of Due and Demandable Accounts Payable— Advise to Debit Account (LDDAP-ADA);
 - d) to provide orientation on the functions of the GSIS Agency Authorized Officer (AAO) and processes on PhilHealth, PAG-IBIG and GSIS Remittances; and
 - e) to provide orientation and workshop on the Preparation of Financial Reports.
3. The participants of this activity are the following:
 - a) Accountant III;
 - b) Administrative Officer V - Budget Officer;
 - c) Administrative Assistants from the General Administration Services and Finance Section; and
 - d) School Heads, Designated Property Custodian and Administrative Assistants from Manabo NHS and Western Abra NHS.

Please see attached list of participants.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>




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4. The venue of this activity shall be at the Manabo National High School Covered Court for Batch 1 and Western Abra National High School Covered Court for Batch 2.
5. Travel expenses in the conduct of this activity shall be charged from Division MOOE Fund for all SDO personnel and from the School MOOE Fund for all school-based personnel subject to usual budgeting, accounting and auditing rules and regulations.
6. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum are hereby requested.


BENILDA M. DAYTACA, EdD., CESO V
Schools Division Superintendent

Enc./s: List of Participants
Program of Activities
EVBatondo-OSDS-Budget



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LIST OF PARTICIPANTSPROVISION OF TECHNICAL ASSISTANCE TO THE
NEW IMPLEMENTING UNIT SCHOOLS**BATCH 1 - DECEMBER 15, 2022 (09:00am to 05:00pm) - MANABO NHS**

NO.	NAME	POSITION
1	BOLANTE, CELIA S.	Accountant III
2	BATONDO, ELMER V.	AO V
3	BLAZA, JULIUS B.	ADAS III
4	DELA CRUZ, RODENIA REGMA T.	ADAS III
5	BARBON, JESREN RONA B.	ADAS III
6	MOLINA, PACITA T.	ADAS III
7	RICALITO A. SAGAO	School Head
8	LUMIWAG, EDWIN S.	Designated Property Custodian
9	BOBILES, MARISSA G.	ADAS III
10	NATIVIDAD, MARIVEL A.	ADAS II
11	ASENCIO, RODERICK T.	ADAS II

BATCH 2 - DECEMBER 16, 2022 (09:00am to 05:00pm) - WESTERN ABRA NHS

NO.	NAME	POSITION
1	BOLANTE, CELIA S.	Accountant III
2	BATONDO, ELMER V.	AO V
3	BLAZA, JULIUS B.	ADAS III
4	DELA CRUZ, RODENIA REGMA T.	ADAS III
5	BARBON, JESREN RONA B.	ADAS III
6	MOLINA, PACITA T.	ADAS III
7	APOLINAR, ESTERIO A.	School Head
8	LALIN, VEDHA G.	Designated Property Custodian
9	TUMBAGA, CRESENCIA B.	ADAS III
10	FIGARES, VILMA A.	ADAS II
11	BOLANTE, JAYSON G.	ADAS II

PROGRAM OF ACTIVITIES

PROVISION OF TECHNICAL ASSISTANCE TO THE NEW IMPLEMENTING UNIT SCHOOLS BATCH 1—MANABO NATIONAL HIGH SCHOOL DECEMBER 15, 2022 (09:00AM to 05:00PM)

TIME	TOPIC / ACTIVITY	LEARNING FACILITATOR/S
08:00 am to 08:30 am	Registration of Participants	SECRETARIAT
08:31 am to 09:00 am	Singing of National Anthem	AVP
	Prayer	AVP
	Acknowledgement of Participants	ADAS III—MARISSA G. BOBILES
	Statement of Purpose / Agenda	AO V—ELMER V. BATONDO
09:01 am to 09:30 am	Orientation on Budget management System	AO V—ELMER V. BATONDO
09:31 am to 10:30 am	Orientation and Workshop on Cashiering Process and Preparation of Disbursement Voucher and List of Due and Demandable Accounts Payable—Advise to Debit Account (LDDAP-ADA)	ADAS III—JULIUS B. BLAZA
10:31 am to 10:45 am	HEALTH BREAK	
10:46 am to 11:20 am	Orientation on the Functions of the GSIS Agency Authorized Officer (AAO)	ADAS III—PACITA T. MOLINA
11:21 am to 12:00 pm	Orientation on PhilHealth, PAG-IBIG and GSIS Remittances	ADAS III—JESREN RONA B. BARBON
12:01 pm to 01:00 pm	LUNCH BREAK	
01:01 pm to 02:45 pm	Orientation and Workshop on the Setting-up and Operation of the Enhanced Financial Reporting System (eFRS)	ADAS III—RODENIA REGMA T. DELA CRUZ
02:45 pm to 03:00 pm	HEALTH BREAK	
03:01 pm to 04:00 pm	Orientation and Workshop on the Preparation of Financial Reports	Accountant III - CELIA S. BOLANTE, CPA
04:01 pm to 04:30 pm	Open Forum	ALL PARTICIPANTS
04:31 pm to 04:45 pm	Post-Conference Discussion of Summary of Agreements	ALL PARTICIPANTS
04:45 pm to 05:00 pm	Closing Remarks	ALL PARTICIPANTS

Resource Persons:

CELIA S. BOLANTE, CPA - Accountant III
 ELMER V. BATONDO—AO V Budget Officer
 JULIUS B. BLAZA—ADAS III
 RODENIA REGMA T. DELA CRUZ—ADAS III
 PACITA T. MOLINA—ADAS III
 JESREN RONA B. BARBON—ADAS III

PROGRAM OF ACTIVITIES

**PROVISION OF TECHNICAL ASSISTANCE TO THE
NEW IMPLEMENTING UNIT SCHOOLS
BATCH 2—WESTERN ABRA NATIONAL HIGH SCHOOL
DECEMBER 16, 2022 (09:00AM to 05:00PM)**

TIME	TOPIC / ACTIVITY	LEARNING FACILITATOR/S
08:00 am to 08:30 am	Registration of Participants	SECRETARIAT
08:31 am to 09:00 am	Singing of National Anthem	AVP
	Prayer	AVP
	Acknowledgement of Participants	ADAS II—JAYSON G. BOLANTE
	Statement of Purpose / Agenda	AO V—ELMER V. BATONDO
09:01 am to 09:30 am	Orientation on Budget management System	AO V—ELMER V. BATONDO
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Resource Persons:

CELIA S. BOLANTE, CPA - Accountant III
ELMER V. BATONDO—AO V Budget Officer
JULIUS B. BLAZA—ADAS III
RODENIA REGMA T. DELA CRUZ—ADAS III
PACITA T. MOLINA—ADAS III
JESREN RONA B. BARBON—ADAS III