



Republic of the Philippines
Department of Education
Caraga Administrative Region
Schools Division of Bislig City

DEPARTMENT OF EDUCATION DIVISION OFFICE - BISLIG CITY RELEASED Records Section
Date: <u>9/5/23</u>
(Signature) <u>OLIVER VEN C. ARCAMO</u>

5 September 2023

Division Memorandum
No. 482 s. 2023

**CAPACITY BUILDING ON FINANCIAL MANAGEMENT
FOR NEW SCHOOL NON-TEACHING PERSONNEL**

To: **Public School District Supervisors
Heads of Secondary and Elementary Schools
Administrative Officer II
Administrative Assistant III
All Others Concerned
This Division**

1. The Division Office will conduct a **One-day Capacity Building on Financial Management for New School Non-Teaching Personnel** on **September 11, 2023 (Monday)** at the Division Conference Room, Poblacion, Bislig City.
2. The activity aims to:
 - a. Improve the school financial performance and to equip the school/ district Non-Teaching Personnel with at least the minimum knowledge about concepts, methods and procedures of a simplified fund management system in order for them to promptly and properly render technical assistance to respective School Heads through the use of Financial Management Operations Manual.
 - b. Orient and/or Address common issues and concerns on the use of School MOOE Web Based Monitoring System



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Sites: <http://bislig.city.site> | [@depedbisligcdlv](https://www.facebook.com/depedbisligcdlv) | [@BisligCDDT](https://www.facebook.com/BisligCDDT) | Groups : [Workplace](#) & [MS Teams](#) : RCR-BSG-All Employees

3. The participants are required to bring the following: laptop, data & other documents needed for encoding of related transactions in the School MOOE Web based Monitoring System.
4. Attached herewith is the **List of Participants**. Participants shall prepare their respective Locator Slip in accordance to the provisions of DepEd Order (DO) No. 43, s. 2022 Omnibus Travel Guidelines for All Personnel of the Department of Education, DO 46, s. 2022 Amendments to DO 43, s. 2022; and DO 1 s. 2023.
5. Immediate and widest dissemination of this memorandum is desired.



GEMMA A. DE PAZ

OIC-Schools Division Superintendent
Office of the Schools Division Superintendent





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Enclosure: LIST OF PARTICIPANTS TO THE DIVISION CAPACITY BUILDING ON FINANCIAL MANAGEMENT FOR NEW SCHOOL NON TEACHING PERSONNEL

Enclosure to Division Memorandum No. 487, s. 2023

LIST OF PARTICIPANTS TO THE CONDUCT OF DIVISION CAPACITY BUILDING ON FINANCIAL MANAGEMENT FOR NEW SCHOOL NON TEACHING PERSONNEL SEPT. 11,2023 (Monday)

List of Participants

#	Full Name	Position
1	Jienneca Dela Cruz	ADAS II
2	Rhea Mae Latorre	ADAS II
3	Anlene A. Gayo	ADAS II
4	Samuel M. Lahoy	ADAS II
5	Krystal Shayne T. Geli	ADAS II
6	Aileen A. Acierto	ADAS II
7	Julius Benjamin R. Tecson	ADAS III
8	Joshua T. Manligoy	AO II
9	Marielle Anne I. Pilongo	ADAS III
10	Cristita L. Manada	Budget Officer
11	Adrienne B. Planas	Accountant III

