Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

12 May 2021

DIVISION MEMORANDUM
No. ___164___ , s. 2021

DIVISION WEBINAR-WORKSHOP ON ADMINISTRATIVE AND FINANCE-RELATED SERVICES

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
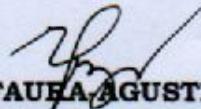All School Heads
All Others Concerned

1. This Office announces the conduct of Division Webinar-Workshop on Administrative and Finance-related Services on May 17-19, 2021 (Please see attached Schedule of activities).
Registration Link for the Webinar-Workshop: https://tinyurl.com/RegsAdminFinance2021

2. The said activity aims to capacitate and enhance the knowledge of school and division personnel specially those who belong to the support services on the basic principles, guidelines and procedures related to finance, procurement, asset-cash-record management, personnel actions and services and new developments on School-Based Management amidst the pandemic.

3. The said activity shall be attended by the School Head, Administrative Officer II, Administrative Assistant III, Administrative Assistant II assigned in the different schools in the Division. Faculty presidents and Federated faculty presidents from elementary and secondary schools are also invited to attend the seminar on May 17, 2021 from 8:00 am to 12:00 noon.

5. Immediate dissemination of this Memorandum is desired.

EDNA FAURA AGUSTIN
Schools Division Superintendent

TECHNICAL WORKING COMMITTEE

Overall Chairperson:	Edna Faura-Agustin
Co- Chairperson:	Edgardo B. Militante
Program Manager:	Ariel M. Cabantog
Training Manager:	Noel Velasco
Online Registration/ Attendance	Ferdinand R. Arbo
Webinar Moderator/Host:	Michelle C. Castro/Gladies G. Montero/Josephine M. Salazar
Documenter/ Secretariat:	Eloisa C. Macaraig
Monitoring and Evaluation: Certificates	Ferdinand R. Arbo/Isidra L. Galman

SCHEDULE OF ACTIVITIES

Day 1
May 17, 2021

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:10	Philippine National Anthem and Opening Prayer	AVP
8:10 – 8:15	Roll Call of Participants	Emcee
8:15 – 8:30	Statement of Purpose	**ARIEL M. CABANTOG** AO V
8:30 – 8:45	Inspirational Message	**EDNA FAURA-AGUSTIN** Schools Division Superintendent
8:45 – 10:00	Session 1 – Human Resource Action	**TITO G. PASCUAL** AO IV-Personnel
10:00 – 10:10	Health Break	
10:10 – 11:40	Session 2 – Human Resource Action (Continuation)	**TITO G. PASCUAL** AO IV-Personnel
11:40 – 12:00	Q&A	
12:00 – 1:00	Lunch Break	
1:00 – 2:15	Session 3 - Cash Management	**CHRISTINE G. ARROYO** AO IV-Cashier
2:15 – 2:30	Q&A	
2:30 – 3:45	Session 4 - Records Management	**EDITHA Y. COLOMA** AO IV-Records
3:45-4:00	Q&A	

Day 2
May 18, 2021

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:10	Makabayan Song and Opening Prayer	AVP
8:10 – 8:30	Management of Learning	Emcee
8:30 – 10:00	Session 5 – Asset Management	**SYLVIA S. TANAEL** AO IV-Supply
10:00 – 10:10	Health Break	

TIME	ACTIVITY	IN-CHARGE
10:10 – 11:40	Session 6 - Asset Management (Continuation)	**SYLVIA S. TANAEL** AO IV-Supply
11:40 – 12:00	Q&A	
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Session 7 – Laws and Rules on Government Expenditures Part 1	**DARWIN S. MALAPAYA** AO V-Budget Officer **NOEL VELASCO** Accountant III
2:30 – 2:40	Health Break	
2:40 – 3:45	Session 8 – Laws and Rules on Government Expenditures Part 1 Continuation	**NOEL VELASCO** Accountant III
3:45-4:00	Q&A	

Day 3
May 19, 2021

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:10	Makabayan Song and Opening Prayer	AVP
8:10 – 8:30	Management of Learning	Emcee
8:30 – 10:00	Session 9 – Laws and Rules on Government Expenditures Part 2	**NOEL VELASCO** Accountant III
10:00 – 10:10	Health Break	
10:10 – 11:40	Session 10 – Laws and Rules on Government Expenditures Part 2 (Continuation)	**NOEL VELASCO** Accountant III
11:40 – 12:00	Q&A	
12:00 – 1:00	Lunch Break	
1:00 – 3:30	Session 11 - Research and Innovation in relation to DepEd support services	**EDWARD R. MANUEL** Senior Education Program Specialist-Research
3:30 – 3:45	Q&A	
3:45-4:00	Closing Remarks	