



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

DEP-ED SDO N.E.
RELEASED
 JAN 31 2023

RECORDS SECTION

30 January 2023

DIVISION MEMORANDUM
 No. 32, s. 2023

STRENGTHENING A PROCESS-DEFINED FINANCIAL SYSTEM IN SDO NUEVA ECIIJA

To: Assistant Schools Division Superintendents
 Chiefs of Division, CID and SGOD
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All others concerned

- To effectively and efficiently monitor the disbursement and management of finances in the division, an orientation on a process-defined financial system shall be conducted for DepEd Nueva Ecija school heads, administrative officers of non-fiscally autonomous schools, select administrative personnel of the Accounting Unit, personnel of the School Governance and Operations Division (SGOD).
- This activity shall be conducted through a hybrid modality on February 8, 2023, Wednesday at 8:00 in the morning, following the assigned modality below:

| Participants | Modality and Venue/Platform |
|--|---|
| SGOD personnel | Face-to-face Hotel Consuelo's, Santa Rosa, Nueva Ecija |
| Select Accounting Personnel | |
| Administrative officers assigned in districts and in non-fiscally autonomous schools | |
| School Heads, Administrative Assistants assigned in non-fiscally autonomous schools | Online MS Teams Link: https://tinyurl.com/SDONEprocessdefined |

- Participants are advised to be at the venue/platform earlier than the set schedule. Further, travel expenses of the participants who will be attending the face-to-face session shall be charged against the school MOOE subject to usual auditing and accounting rules and regulations. This memorandum shall also serve as their authority to travel.
- Expenses relative to the conduct of this activity shall be charged against the continuing division INSET fund subject to usual auditing and accounting rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum is directed.

JESSIE D. FERRER, CESO V
 Schools Division Superintendent

Encl: As stated
 References: NONE
 To be included in the Perpetual Index under the following subjects:
 TRAINING

DM 2023 CY 2023 STRENGTHENING A PROCESS-DEFINED FINANCIAL SYSTEM IN SDO NUEVA ECIIJA
 3-4/ITG 30-01-2023



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Enclosure:

The Technical Working Group

Chair: **Jessie D. Ferrer, CESO V**
Schools Division Superintendent

Co-chair: **Ronilo E. Hilario, CESO VI**
Assistant Schools Division Superintendent

Co-chair: **Mina Gracia L. Acosta, CESO VI**
Assistant Schools Division Superintendent

Program Lead: **Luis M. Calison**
Chief Education Supervisor, SGOD

Co-lead: **Orlando C. De Leon**
Administrative Officer V

Marah M. Pacson
Accountant III, Division Accounting Unit

Technical Committee:

Chair: **Roderic S. Elegado**
Information Technology Officer I

Co-chair: **Mike Ahren Rances**
Administrative Assistant III

Enclosure:

Training Matrix

| Time | Topic | Resource Persons |
|------------------|---|--|
| 9:00 to 9:30 AM | | Preliminaries |
| 9:30 to 12:00 PM | Revisiting the Financial Processes in DepEd and Integrating a Contextualized Process in Financial Management in DepEd Nueva Ecija Open Forum | Ronilo E. Hilario, CESO VI ASDS Luis M. Calison Chief, SGOD Marah M. Pacson Accountant III |