



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

27 January 2020

Division MEMORANDUM
No. 053 s. 2020

WRITESHOP, CRITIQUING AND PRESENTATION OF FINAL DRAFT
OF THE DEPED BOHOL CUSTOMIZED HANDBOOK ON FINANCIAL MANAGEMENT

To: Assistant Schools Division Superintendents
Legal Officer III
Administrative Officer V
Selected Division Budget & Finance Personnel
Selected Senior Bookkeepers
Selected Disbursing Officers

1. This office sees the need for a customized handbook on financial management that patterns with the Financial Management Operations Manual launched by our Department in 2017.
2. The handbook shall establish a uniform and standard interpretation and implementation of financial management practice in all schools in the division that conforms to existing government standards, rules and regulations as provided for by the Commission on Audit (COA), the Department of Budget and Management (DBM), the Bureau of Treasury (BTr) and other government regulatory bodies as well as latest DepEd policies.
3. The writeshop shall take place on February 3-5, 2020 wherein participants shall brainstorm and gather relevant data that will form the handbook. On February 6, the critiquing will be conducted by the Division Administrative Officer and Legal Officer while the presentation of final draft to DepEd Bohol Top Officials will be on February 7.
4. The activity will start at 8:00AM on February 3 at Kew Hotel, J.A. Clarin Street, Tagbilaran City. Board and lodging of participants and travel expense reimbursements of Non-IUs finance personnel shall be charged to the division's MOOE while travel expenses of IUs finance staff shall be charged to their respective school's MOOE subject to the usual budgeting and accounting rules and regulations.
5. Attached as Annex A is the list of participants.
6. For information and guidance.


BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent *gr*



**WRITESHOP, CRITIQUING AND PRESENTATION OF FINAL DRAFT
OF THE DEPED BOHOL HANDBOOK ON FINANCIAL MANAGEMENT**

Date	Name of Participants
February 3-7, 2020	
Accounting	Alodia Calunsag
	Ralf Renz Rapirap
	Liza Crescencio
	Grace Daquio
	Marilyn Jasmin Talan
Budget	Ma. Victoria Jaspe
Internal Audit	Justina Arac
Secretary	Samantha Villalongja
February 3-6, 2020	
Sr. Bookkeepers	Jacky Villahermosa
	Araceli dela Torre
	Ma. Ivy Apostol
	Kenneth Trajano
	Ma. Lourdes Estallo
	Marilyn Emia
	Aleida Caga-anan
	Charlie Espino
	Gerry Estares
	Rhea Araoarao
	Maria Riyah Lagura
	Jerome Capuno
	Josefina Ursos
	Joan Hingpit
Disbursing Officers	Gemma Aumentado
	Ericson Toledo
	Maria Arlene Yecyec
	Jeberlyn Lopus
	Claudine Barrios
February 6-7, 2020	Fermin Albutra
	Atty. Vanessa Quijano
February 7, 2020	SDS Bianito A. Dagatan
	ASDS Marina Salamanca
	CID Chief Casiana Caberte
	SGOD Chief Desiderio Deligero
	5 selected Sr. Bookkeepers
	7 DO Finance Personnel