



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

February 5, 2024

**DIVISION MEMORANDUM**

No. 067 s. 2024

**TRAINING WORKSHOP OF THE NEWLY HIRED/PROMOTED  
FINANCIAL STAFF**

TO : Public Schools District Supervisors  
Heads of Public Elementary, Integrated and Secondary Schools  
Newly Hired Administrative Assistant III and II (Central and  
Clustered Schools)

1. In connection with the hiring of Administrative Assistant II and III positions for Central and Clustered Schools, there will be a three (3) day Training-Workshop on Simplified Accounting Guidelines and Procedures on February 7-9, 2024 at Maribert Inland Resort, Lantangan, Pontevedra, Capiz.
2. The objectives of this training-workshop are:
  - 2.1 to orient the participants in checking the liquidation and its supporting documents;
  - 2.2 to familiarize the participants in preparation of Journal Entry Voucher, Obligation Request and Status, Disbursement Voucher, Payroll, Request for Cash Advance and other accounting forms; and
  - 2.3 to make the participants knowledgeable of the accounting process.
3. The participants to this activity shall be the newly hired Administrative Assistant II and III of the central and clustered schools.
4. Expenses to this activity shall be charged to the Division In-service Training Fund subject to the usual accounting and auditing rules and regulations.
5. Considering that February 9, 2024 falls on a special non- working day, the participants who attended to this activity shall be entitled for one (1) day Compensatory Time Off (CTO) per *Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.*
6. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.



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7. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
8. Attached is the training matrix.
9. For the information and guidance of all concerned.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



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**TRAINING MATRIX**

	<b>Day 1 (February 7, 2024)</b>
7:00 - 8:30	
8:30 - 9:30	Registration
9:00 - 9:00	Opening Program
9:30 - 11:00	Lecture on Allowable Expenses
11:00-12:00	Lecture on Accountable Forms
12:00-1:00	Lunch
1:00 - 2:30	Lecture on Checklist & Supporting Documents
2:30 - 3:30	Lecture on Travel Claims
3:30 - 4:30	Lecture on CDR, Liquidation Report & NORSA
6:00 - 7:00	Dinner



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<b>Day 2 (February 8, 2024)</b>	
7:00 - 8:00	Breakfast
8:00 - 8:30	Morning Prayer/Recap
8:30 - 9:30	Lecture on Process Flow and Procurement
9:30 - 10:30	Lecture on Issuance of Checks
10:30-12:00	Lecture on Reimbursement
12:00-1:00	Lunch
1:00 - 3:00	Lecture on Tax
3:00 - 5:00	Workshop on MOOE Transactions
6:00 - 7:00	Dinner

<b>Day 3 (February 9, 2024)</b>	
7:00 - 8:00	Breakfast
8:00 - 8:30	Morning Prayer/Recap
8:30 - 11:00	Workshop on MOOE Transactions
11:00 - 12:00	Lecture on Transfer of Accountability
12:00-1:00	Lunch
1:00 - 2:00	Lecture on MOOE Web-Based
2:00 - 3:00	Lecture on Personnel Benefits
3:00 – 4:00	Lecture on Monitoring Tools
4:00 – 5:00	Closing



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