



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



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RECEIVED

October 7, 2013

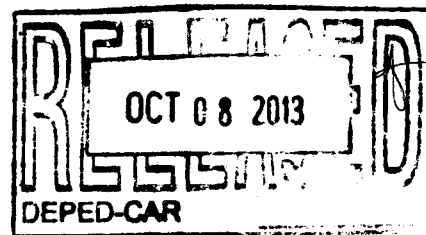
REGIONAL MEMORANDUM

No. 149.2013 2013

To : Schools Division Superintendents

From :  ELLEN B. DONATO, Ed.D., CESO III
Director IV

Subject : **Submission of Inventory of ICT Assets of the Division Offices**



Per email message dated October 4, 2013 from Ms. Nanette Durante, a consultant for the Financial Management System of DepED-Phase II, all division supply officers in coordination with their respective division ICT coordinators are to submit inventory of all ICT assets of the division offices **using the ICT inventory template**(attached). Such report is needed to determine the region/divisions' readiness for the implementation of the Government Integrated Financial Management System(GIFMIS) and in preparation for the forthcoming asset management training.

Submission of the required report is not later than October 20, 2013, addressed to USEC FRANCISCO M. VARELA, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, attention: Mr. Paul Seeds, Project Team Leader, GIFMIS through the address/email address/telephone nos. provided below copy furnished this Office.

For further details, please contact Ms. Nanette Durante/or Ulrich Uy at telephone no.(02) 633-5397, CP no. 09166598811 and or through email at deped.gifmis@gmail.com.

For compliance.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434

30 September 2013

The Regional Directors and Division Superintendents
Department of Education

Subject: Department of Education Information and Communication Technology Asset Inventory

Attention and Immediate Action: Property and Supply Officers and IT Officers/Coordinators

Dear **Madam / Sir**,

The Government of the Philippines (GOP) and the Government of Australia have joined together in partnership to form the Philippine-Australia Financial Management Program (PFMP) to support the implementation of public financial management reforms of the Philippines to improved accountability and transparency. The project has a number of activity streams in the central oversight agencies and in selected National Government Agencies, including the Department of Education (DepED). A brochure explaining the objectives and purpose of the project is enclosed with this correspondence.

The main objective of the component "Strengthening the Financial Management System in the Department of Education (Phase II) Project" is to capacitate the department in its readiness for the implementation of the Government Integrated Financial Management System (GIFMIS) which is planned to commence in October 2015. The project has the full support of the Department as explained in the attached memorandum from Undersecretary Francisco M. Varela dated 15 August 2013.

In line with this, the Department will assess the appropriateness of its ICT hardware and infrastructure as part of its logistics requirement for GIFMIS readiness. The intervention relies upon obtaining a full inventory of all ICT assets in the Department.

To effectively obtain an accurate ICT asset inventory, an inventory stock take of all ICT assets has to be undertaken by the Property and Supply Officers and in coordination with the IT Officers/Coordinators down to the Regional Offices (ROs) and Division Offices (DOs).

As set out at point 4 in the attached memorandum, please email to deped.gifmis@gmail.com an electronic (soft) copy of the ICT Asset Inventory as at 15 October 2013 by completing the inventory template enclosed with this correspondence by no later than 20 October 2013. The necessary instructions and reference on how to complete the template is enclosed with this correspondence.

For the submission and further inquiries, please contact my colleagues Nanette Durante and/or Ulrich Uy at telephone no. (02) 633-5397, cell phone no. 09166598811 and or through email at deped.gifmis@gmail.com or visit the PMT Office at Room 420, Mabini Bldg., DepEd Central Office, Meralco Avenue, Pasig City.

Sincerely yours,



PAUL SEEDS
Project Team Leader
AARC Limited (Ireland)





Republika ng Pilipinas
Republic Of The Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

ULTRA Complex, Meralco Avenue Pasig City, Philippines




Undersecretary, Finance & Administration
Pangalawang Kalihim

Telefax: 631-96-40
Direct Line: 633-93-42
Website: <http://www.deped.gov.ph>

MEMORANDUM

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
Regional Accountants
Division Accountants
All Others Concerned

FROM: 
FRANCISCO M. VARELA
Undersecretary

SUBJECT: Strengthening the Financial Management System in the Department of Education (Phase II)

DATE: August 15, 2013

The Public Financial Management Program (PFMP) is a joint initiative of Australia and the Philippines. Foreign and local consultants were engaged to work as the Project Management Team (PMT) on the project of "Strengthening the Financial Management System in the Department of Education (Phase II)".

The major objectives of the project are:

1. to assist the Department in its readiness to the implementation of the Government Integrated Financial Management Information System (GIFMIS) in 2015;
2. to facilitate the introduction of the Unified Account Code Structure (UACS) intended to harmonize the account names and classifications for all budget and accounting transactions;
3. to assist in the consolidation of DepED bank accounts in preparation for the introduction of the Treasury Single Account (TSA);
4. enhancement and roll out of the Department's Asset Management System to facilitate the inventory of all DepED property and equipment specifically IT equipment as part of logistical readiness for GIFMIS.

To ensure the attainment of these objectives, the PMT group headed by Mr. Paul Seeds shall visit selected DepED field offices (Regional, Division and Secondary Schools that are IUs) to conduct extensive mapping of systems, procedures and practices pertaining to the financial activities of the Department.

Related to this, it is requested that assistance and full cooperation be extended to them including access to financial records/reports, information and internally developed programs/systems.

Thank you for your continued support and compliance.

More on UACS . . .

5. Object codes on the chart of accounts, i.e. assets, liabilities, equity, revenue and expenditure including coding for capital outlays.

UACS facilitates timely, accurate reporting of actual revenue collection and expenditure disbursements against revenue projections and budget appropriations. It supports preparation of:

- ◆ Financial reports to DBM and COA
- ◆ Financial Statements to the Public Sector Accounting Standards Board of the Philippines (PPSAS)
- ◆ Management reports to Agency Heads
- ◆ Economic statistics in accord with Government Finance Statistics Manual

TSA

The Treasury Single Account (TSA) is a unified structure of government bank accounts enabling consolidation and optimum utilization of government cash resources. It is one of the priority projects of the PFM Roadmap. It will enable government to consolidate cash resources on a daily basis and reduce borrowings currently necessitated by perceived cash shortages arising from holding so many bank accounts and a fragmented system for handling receipts and payments.

The full implementation of TSA will be made alongside implementation of the GIFMIS. In the meantime, the TSA Reporting and Monitoring System (TRAMS) will be used to manage the aggregate daily bank balances.

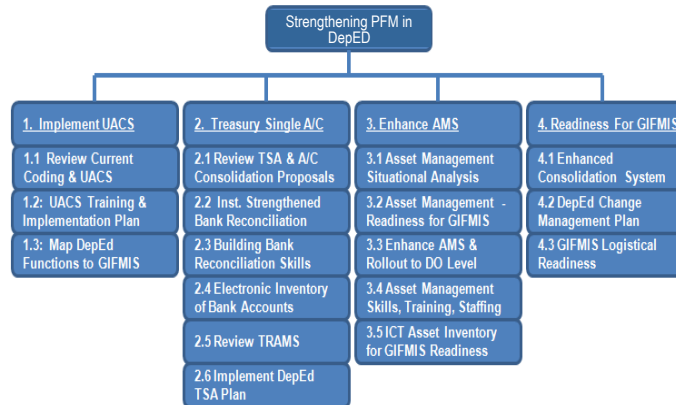
What does TSA mean for DepED?

1. TSA will not affect the ability to spend; offices can still continue to spend. Cash is about settlement, not spending.
2. DepED will still retain autonomy of spending based on the General Appropriations Act (GAA).
3. Bottlenecks on NCA (due to uncertainty of available cash) will be eliminated.
4. With electronic banking and TSA, bank reconciliation challenges will be significantly reduced.

PROJECT INFORMATION RESOURCES

ACTIVITIES:

The following key activities of the project are designed to support DepED implement its part in the reforms of the central oversight agencies (i.e. DBM, COA, DOF-BTr):



WEBSITES:

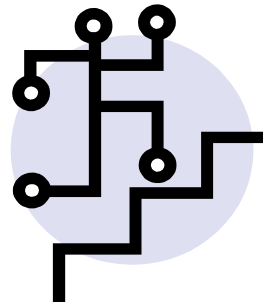
www.pfm.gov.ph
www.pfmp.org.ph
www.deped.gov.ph

OFFICE ADDRESS/CONTACTS:

Room 420, Mabini Bldg.,
DepED Central Office
Meralco Ave., Pasig City
Philippines

Tel. No.: (02) 633-5397
Mobile Phone No.: 0916 659 8811
E-mail: deped.gifmis@gmail.com

Technical assistance provided by:



"Progressing towards a sound and transparent fiscal management for the whole-of-government financial resources"



STRENGTHENING THE FINANCIAL MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION

(PHASE II)



A project under Public Financial Management Program (PFMP) through a joint initiative of Philippines and Australia

PFMP



In 2011, Philippines and Australia came together in partnership to form the Philippines - Australia Public Financial Management Program (PFMP). The program supports the implementation of public financial management reforms under the Philippine PFM Roadmap that aims to promote improved accountability and transparency (*more information available at www.pfm.gov.ph*).

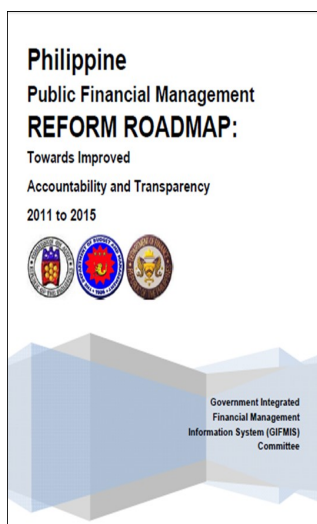
One of the objectives of PFMP is to “*improve PFM capabilities in **selected departments** to enable more efficient utilization and accountability of public funds for service delivery*”.

The Department of Education (DepEd) has been identified as the pilot agency in the adoption of the Government Integrated Financial Management Information System (GIFMIS) - one of the main goals of the PFM Reform Roadmap.

PFMP realized the need for DepEd to:

- ⇒ Be GIFMIS-ready,
- ⇒ Adopt the Unified Account Code Structure (UACS),
- ⇒ Be aware of the Treasury Single Account (TSA), and
- ⇒ Enhance the existing Asset Management System (AMS).

Thus, this second phase of the project on “Strengthening the Financial Management System of the Department of Education” funded by AusAid.



GIFMIS

The Government Integrated Financial Management Information System (GIFMIS) is a major reform output of the Philippine PFM Reform Roadmap, which seeks to strengthen fiscal discipline, transparency and accountability for improved public service delivery.

It aims to harmonize and improve business processes and rules toward making reliable financial information and analysis for policy decisions available to executives, managers and staff in the line and oversight agencies.

GIFMIS is an integrated IT solution that can collect and organize financial information in a central database to support budget preparation, management, execution and financial reporting.

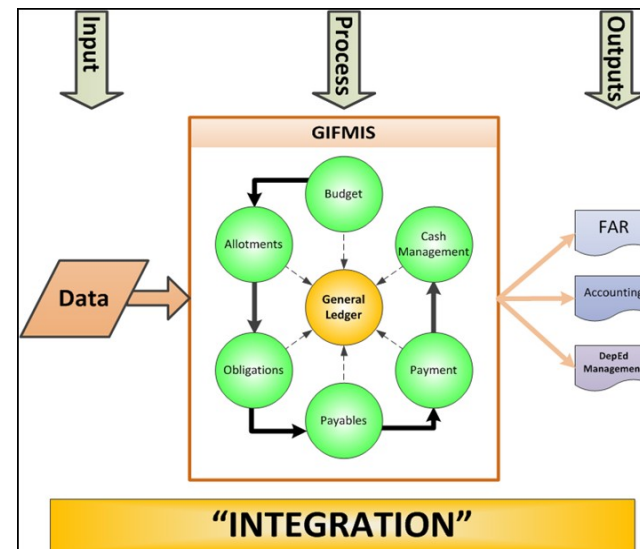
With the improved, IT-enabled business processes, GIFMIS will deliver the following benefits to DepED:

- Eliminate redundant data recording, exchange, validation, formatting and reporting since data is captured once at the source (capture once, use many);
- Integrate financial information with performance output and outcome information to support Performance Informed Budget (PIB);
- Maintain all transaction information in finest detail, allowing drill down to all elements of all transactions - enhanced transparency;
- Transacting through GIFMIS, deliver operation support to officials and managers in their day to day financial business operations;
- Flexible, timely, relevant, and accurate information and reporting; no need for manual production of reports;
- Eliminate need for consolidating reports or data; all information maintained in detail and consolidation is automated for reporting and analysis within GIFMIS;
- Streamline processes and eliminate bottlenecks, enabling improved implementation of the budget; and,



- Real-time access to all financial information.

The project will support DepEd to compile an accurate inventory of ICT assets that will be used as part of the assessment of readiness for GIFMIS.



UACS

The Unified Account Code Structure (UACS) is a government wide, harmonized budgetary, treasury and accounting code classification structure to enable flexible, timely and accurate financial and performance reporting. It is a key prerequisite for the implementation of the GIFMIS and other PFM reforms.

The 46-digit UACS will be used in identifying, aggregating and reporting financial transactions based on the following elements:

1. Fund Source codes for the recognition of both on and off budget activities;
2. Organization codes, i.e. departments, agencies and lower level operating units;
3. Location codes, i.e. region, province, city or municipality and barangay;
4. Major Final Output, Program, Activity and Project (PAP) code; and,