



DepEd BAGUIO CITY

DEC 08 2017

RELEASED

SCHOOLS DIVISION MEMORANDUM

No. 452, S. 2017

**FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) ROLL-OUT TO
 ELEMENTARY AND SECONDARY SCHOOLS WITHOUT FINANCIAL
 STAFF (NON-IMPLEMENTING UNITS)**

To : Public Elementary School Heads
 Secondary School Heads (Non-Implementing Units)
 Senior Bookkeepers and School Disbursing Officers (Non-IUs)
 Schools Division Office Accountant and Budget Officer
 All Other Concerned


Date : December 8, 2017

1. In view of the implementation of the Financial Management Operations Manual (FMOM) as embodied under DepEd DO No. 16 s. 2016, a roll-out for the all Elementary and Secondary (Non-Implementing Units (Non-IUs) will be conducted on **December 13-15, 2017** at Aureo Resorts, Poro Point, San Fernando, La Union.
2. The following are the objectives of the roll-out training
 - a. Strengthen the financial management operations of the Department of Education to optimize the use of the agency's limited resources
 - b. Serve as a guidebook for the uniform and standard interpretation and implementation of the Financial Management practices in all operating units of DepEd; and
 - c. Ensure standard and uniform applications of rules and processes in financial management operations, as prescribed by governing regulations for budgeting, accounting, procurement and asset management.
3. Participants to this activity are the following:

Participants	Elementary	Secondary (Non-IUs)	Total
School Heads	45	17	62
School BAC Chair/Representative	45	17	62
Designated School Supply Officers/Property Custodian	45	17	62
School Senior Bookkeepers			12

School Disbursing Officers			9
SDO Senior Bookkeeper			1
SDO Accountant			1
SDO Budget Officer			1
TOTAL			210

4. Facilitators and speakers to this training are the Regional and Division personnel who attended the National and Division Training of Trainers.
5. Board and lodging including transportation expenses shall be charged from the SDO funds.
6. Participants are required to bring their laptops (per school) to be used during the workshops.
7. Participants are advised to be at the assembly area at the SDO Baguio City on December 13, 2017.
8. Start of travel will be at exactly 7:00 a.m.
9. The School Heads are requested to confirm their attendance to their respective bookkeepers on or before December 11, 2017.
10. Immediate dissemination of this memorandum and strict compliance of all concerned is enjoined.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent