



Republic of the Philippines
Department of Education

DEPED DIVISION OFFICE
BAGUIO CITY
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Office of the Undersecretary for Finance
Disbursements and Accounting

DM - OUFDA - 2018 - 024

October 1, 2018

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TO : ALL REGIONAL DIRECTORS
ATTENTION : Chief Administrative Officer, Administrative Division
Chief Administrative Officer, Finance Division
FROM : VICTORIA L. MEDRANA CATIBOG
Undersecretary
SUBJECT : ROLL OUT OF MS ACCESS VERIFIER'S LEDGER 1.0 AND
ORIENTATION OF DEPED PERSONNEL ON THE STANDARD
PROCESSING AND APPROVAL OF LOAN APPLICATIONS AND
OTHER FINANCIAL OBLIGATIONS PURSUANT TO DEPED ORDER
NOS. 5 AND 18, S. 2018

Please be informed of the upcoming orientation workshops in relation to the subject, to be conducted in view of the issuance of numerous Automatic Payroll Deduction System (APDS)-related policies this year and the recent development of a computer application for the Verifier's Ledger for APDS transactions. Below are pertinent details for your information:

I. OBJECTIVES

At the end of the Orientation, the participants will:

1. Understand the procedures for the processing and approval of loan applications and other financial obligations pursuant DepEd Order Nos. 5 and 18, s. 2018 and other DepEd issuances;
2. Be able to determine their respective roles and responsibilities in the payroll process;
3. For the DepEd Verifiers – Be able to use the MS Access Verifier's Ledger v1.0 and understand how it corresponds with the procedures for the processing and approval of loan applications and other financial obligations; and
4. Be updated about the GSIS Financial Loan Assistance Program for DepEd Personnel (GFAL), DepEd Provident Fund, and other recent policies covering financial products and services of government entities.

II. PARTICIPANTS

Agency Authorized Officers (AOOs) for GSIS transactions, DepEd Verifiers for APDS Transactions (see DepEd Order No. 18, s. 2018), and Pag-IBIG Loan Endorsers designated at the Regional Offices (ROs), Schools Division Offices (SDOs), and selected Implementing Unit (IU) Secondary Schools.

Note: Each Verifier is requested to bring a **laptop** or **computer terminal** on which the Verifier's Ledger may be installed. The support of the RO, SDO, and IU Secondary Schools for the provision of such laptop or computer terminal is requested. System requirements: Microsoft Windows 7 (64 bit), with Microsoft Access 2016 installed.

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

October 10, 2018

To : The Schools Division Superintendents
All School Principals
(Implementing Secondary Schools)
All Divisions

For Information and dissemination.

EDGARDO T. ALOS
Chief Administrative Officer

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

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

III. SCHEDULE (Tentative)

Batch	Date	Region	Venue
1	October 14 to 17, 2018	XII	General Santos City
2	October 17 to 20, 2018	V	Legazpi City
3	October 21 to 24, 2018	II	Tuguegarao City
4	October 28 to 31, 2018	XIII	Butuan City
5	November 4 to 7, 2018	III	Province of Pampanga
6	November 7 to 10, 2018	I	Province of La Union
7	November 7 to 10, 2018	VI	Iloilo City
8	November 11 to 14, 2018	XI	Davao City
9	November 14 to 17, 2018	VII	Cebu City
10	November 18 to 21, 2018	IX	Zamboanga City
11	November 21 to 24, 2018	IV-B	Puerto Princesa City
12	November 25 to 28, 2018	X	Cagayan de Oro City
13	December 2 to 5, 2018	CAR	Baguio City
14	December 5 to 8, 2018	VIII	Tacloban City
15	December 9 to 12, 2018	NCR	Marikina City
16	December 12 to 15, 2018	IV-A	Province of Batangas


Travelling and other incidental expenses of the RO, SDO, and IU secondary school participants relative to this activity shall be charged to their local funds, while board and lodging will be charged to DepEd Central Office – General Administration and Support, subject to the usual accounting and auditing rules and regulations.

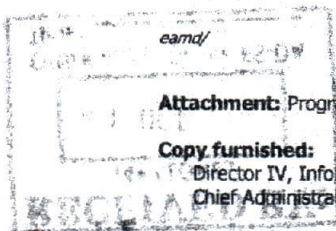
For confirmation of attendance and other related matters, please coordinate with the following staff of the Employee Account Management Division:

REGION	DEADLINE	NAME	E-MAIL ADDRESS	MOBILE NO.
CAR	Nov. 23, 2018	Marietta E. Subido	marietta.subido@deped.gov.ph	0907-938-9633 / 0915-027-1411
NCR	Dec. 3, 2018	Marites DJ Rea	marites.rea@deped.gov.ph	0917-617-8426
I	Oct. 29, 2018	Roma Kristine M. Asuncion	roma.asuncion@deped.gov.ph	0935-130-7010
II	Oct. 15, 2018	Carlyn C. Carrasco	carlyn.carrasco@deped.gov.ph	0917-820-3065 / 0916-544-1012
III	Oct. 29, 2018			
IV-A	Dec. 5, 2018	Elenita F. Palomeno	elenita.palomeno@deped.gov.ph	0916-483-7586 / 0947-513-3594
IV-B	Nov. 14, 2018			0916-483-7586 / 0947-513-3594
V	Oct. 10, 2018			0916-483-7586 / 0947-513-3594
VI	Oct. 30, 2018	Ruby O. Dagooc	ruby.dagooc@deped.gov.ph	0926-423-2718 / 0939-579-2333
VII	Nov. 7, 2018	Roma Kristine M. Asuncion	roma.asuncion@deped.gov.ph	0935-130-7010
VIII	Nov. 27, 2018	Ruby O. Dagooc	ruby.dagooc@deped.gov.ph	0926-423-2718 / 0939-579-2333
IX	Nov. 12, 2018			
X	Nov. 19, 2018	Marites DJ Rea	marites.rea@deped.gov.ph	0917-617-8426
XI	Nov. 5, 2018	Elenita F. Palomeno	elenita.palomeno@deped.gov.ph	0916-483-7586 / 0947-513-3594
XII	Oct. 8, 2018	Marietta E. Subido	marietta.subido@deped.gov.ph	0907-938-9633 / 0915-027-1411
XIII	Oct. 22, 2018	Carlyn C. Carrasco	carlyn.carrasco@deped.gov.ph	0917-820-3065 / 0916-544-1012

or call EAMD Phone Nos.: (02) 638-8640 or (02) 633-7248

For information and compliance.


V. L. M. CATIBOG



Attachment: Program of Activities (Tentative)

Copy furnished:

Director IV, Information and Communications Technology Service
Chief Administrative Officer, Personnel Division

System Requirements

- ✓ 1. Operating System: 64 bit Microsoft Windows 7 or later
- ✓ 2. Office Application: 64 bit Microsoft Access 2016 or later