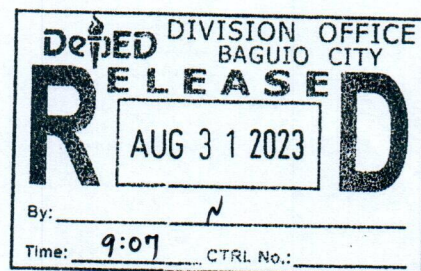




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 30, 2023

DIVISION MEMORANDUM

No. **348-2023**


CAPABILITY BUILDING ON FINANCIAL MANAGEMENT FOR SPECIAL EDUCATION FUND (SEF)

To: All Chiefs
Education Program Supervisors
Section/Unit Heads
Others Concerned

1. This Office, through the SEF finance unit, will conduct a three-day Capability Building on Financial Management seminar for Special Education Fund (SEF) on September 6-8, 2023 at the Plaza Grand Hotel, Legarda Road, Baguio City.
2. The activity aims at ensuring compliance with the legal requirements and to further enhance the knowledge and skills of the program owners/focal persons in budgeting techniques and processes.
3. Participants to this activity are the Chiefs (2), Education Program Supervisors (10), section heads of the SGOD and OSDS (9), Medical Officer, Head Nurse, Dentist, Engineer III and SEF finance unit (5).
4. Enclosed herewith, the matrix for the abovementioned activity.
5. Expenses incurred relative to the conduct of the activity shall be charged to SEF fund subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and dissemination.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

For the Schools Division Superintendent:


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent



TRAINING MATRIX
Budget Preparation: Maximizing Efficiency within DepEd Baguio City
September 6-8, 2023/ Plaza Garden Hotel

DATE / TIME	ACTIVITY / TOPIC	SPEAKER / FACILITATOR
September 6, 2023		
7:30-8:00	Registration	Aira Mae L. Ongngad & Judy Paran
8:01 – 9:00 AM	OPENING PROGRAM *Nationalistic Song *Prayer *Roll Call	AVR AVR Nieves D. Ebanio
	Overview and Key points on the use of the SEF as supplementary funding from the LGU SGLG Indicators in Sustainable Education	Soraya T. Faculo PhD, CESO VI OIC-Schools Division Superintendent Co-chairperson, LSB
9:01-10:00 AM	Good governance in the Local School Board	Hon. Benjamin B. Magalong City Mayor Chairperson, LSB
10:01-10:15 AM	HEALTH BREAK	
10:16-12:00 AM	SEF Best Practices	LGU, La Union
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00-3:00 PM	Guidelines in the preparation and submission of budget proposals -Budget Framework	Atty. Leticia O. Clemente City Budget Officer
3:01 – 3:15 PM	HEALTH BREAK	
3:16 – 5:00 PM	Process in the preparation of Project Proposals	Leopoldo H. Oviedo, Jr. Budget Officer IV
September 7, 2023		
8:00 - 8:30 AM	Management of Learning	Judy Paran
8:31 – 10:00 AM	Importance of Strategic Planning	PEMS Bernard D. Briones PTA President/Local School Board Member
10:01-10:15 AM	HEALTH BREAK	
10:16 – 12:00 AM	Procurement Process of LGU	Atty. Noelle Rillon-Mateo Supervising Administrative Officer
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 2:00	Revisiting the unimplemented PPAs for CY 2023	Christopher C. Benigno PhD, EdD, CESO VI Assistant Schools Division Superintendent
2:01 – 2:30 PM	Presentation of the proposed PPAs for CY 2024	Honeylette C. Engngeg Budget Officer II
2:31 – 5:00 PM	Workshop on the crafting of Project Proposals	Program Owners/Focal Person
September 8, 2023		
8:00 – 8:30 AM	Management of Learning	Aira Mae L. Ongngad
8:31 – 10:00 AM	Workshop on the crafting of Project Proposals	Program Owners/Focal Person
10:01 – 10:15 AM	HEALTH BREAK	
10:16-12:00 NN	Finalization of output	Program Owners/Focal Person
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 4:00 PM	Presentation and recap	Program owners/ Focal persons
4:01 – 5:00 PM	Closing Program	Facilitators