



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
CORDILLERA ADMINISTRATIVE REGION
Km 6, Barangay Betag, La Trinidad, Benguet

FOR: ALL HEADS OF LOCAL GOVERNMENT AGENCIES, CORPORATE GOVERNMENT AGENCIES, NATIONAL GOVERNMENT AGENCIES, AND STATE UNIVERSITIES AND COLLEGES, CORDILLERA ADMINISTRATIVE REGION (CAR)

FROM: RENATO O. ROSALES
OIC Regional Director
This Office

SUBJECT: CY 2024 COA CAR TRAINING/SEMINARS FOR AGENCY PERSONNEL

DATE: April 18, 2024

The Commission on Audit - CAR is pleased to invite you and your personnel to attend the training/seminars for Agency Personnel for CY 2024, as follows:

DURATION	COURSE	TARGET PARTICIPANTS	TRAINING FEE
Orientation on One-Time Cleansing of Property, Plant, and Equipment (PPE) Account Balances			
July 24	Batch 1	Accountant/s, Administrative Officer/s and Property Officer/s	Php 2,000.00 per participant
Seminar on Laws and Regulations on Government Expenditures (LARGE)			
July 8-11	Batch 1	Personnel involved in the processing of claims, disbursements including certifying and approving officers assigned in the Local Government Units	Php 8,000.00 per participant
Seminar on Internal Control Standards for the Philippine Public Sector (ICSPPS)			
August 27-29	Batch 1	All government personnel	Php 6,000.00 per participant
Seminar on Barangay Financial Management (BFM)			
September 3-5	Batch 1	Barangay Bookkeepers, Punong Barangays, or Barangay Chairman of the Committee on Appropriation, Barangay Treasurers (Provinces of Abra, Benguet and City of Baguio)	P 6,000.00 per participant
September 16-18	Batch 2	Barangay Bookkeepers, Punong Barangays, or Barangay Chairman of the Committee on Appropriation, Barangay Treasurers in the Province of Kalinga	
October 15-17	Batch 3	Barangay Bookkeepers, Punong Barangays, or Barangay Chairman of the Committee on Appropriation, Barangay Treasurers (Province of Apayao)	

DURATION	COURSE	TARGET PARTICIPANTS	TRAINING FEE
Seminar on Barangay Financial Management (BFM)			
November 11-13	Batch 4	Barangay Bookkeepers, Punong Barangays, or Barangay Chairman of the Committee on Appropriation, Barangay Treasurers (Provinces of Ifugao and Mountain Province)	₱ 6,000.00 per participant
Training on the Handbook on the Financial Transactions of the Sangguniang Kabataan (HFTSK)			
September 18-20	Batch 1	SK Chairman, SK Treasurer, SK Councilor – In-charge of Appropriations, Barangay Record Keeper/Bookkeeper in the Province of Kalinga	₱ 6,000.00 per participant
September 24-26	Batch 2	SK Chairman, SK Treasurer, SK Councilor – In-charge of Appropriations, Barangay Record Keeper/Bookkeeper (Provinces of Abra, Benguet and City of Baguio)	
October 22-24	Batch 3	SK Chairman, SK Treasurer, SK Councilor – In-charge of Appropriations, Barangay Record Keeper/Bookkeeper (Province of Apayao)	
November 13-15	Batch 4	SK Chairman, SK Treasurer, SK Councilor – In-charge of Appropriations, Barangay Record Keeper/Bookkeeper (Provinces of Ifugao and Mountain Province)	
Seminar on Cash Management and Control System			
October 8-10	Batch 1	Cashiers, regular and special Collecting/Disbursing Officers	₱ 6,000.00 per participant
Seminar on Internal Auditing Standards for the Philippine Public Sector (IASPPS)			
November 5-7	Batch 1	All government personnel	₱ 6,000.00 per participant
Seminar on Property and Supply Management System (PSMS)			
November 18-21	Batch 1	Property Supply Officers, Property Custodians, Storekeepers, and other personnel involved in managing the agency's office supplies and properties	Php 8,000.00 per participant

If interested, the participants shall fill-out the attached Confirmation Slip form, approved by the head of office, to confirm their attendance, and email it to carcoa2014@gmail.com not later than one (1) month before the start date of the course.

A seminar fee shall be collected from each participant to defray the necessary expenses for food (one lunch and two snacks per day), hall rental, training kits and supplies, honoraria of training management team, and other training related expenses. Payment may be made in cash or checks written in the name of COA-CAR.

The venue shall be announced once we confirm your participation, which shall be on a first-come first-serve basis. The training fee of a participant whose attendance had already been confirmed, but fails to attend, shall still be billed due to the limitation on the required number of participants and the prior reservation of the venue and catering services. Walk-in participants are not allowed but alternate participant/s in place of the confirmed participant/s will be accepted.

Should you need further clarifications and information about the course offered, feel free to contact us through our telephone number 074-637-1699 or email us at carcoa2014@gmail.com.

Thank you.

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ROR/BDB/ETT/orp



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT

Commonwealth Avenue, Quezon City

**Professional and Institutional Development Sector
 Professional Development Office**

**LIST OF COURSES FOR AGENCY PERSONNEL
 CY 2024**

Course	Code	Course Description	Duration
1. Cash Management and Control System	CMCS	This course is designed for Cashiers and Special Collecting and Disbursing Officers. The participants are taught existing rules and regulations pertaining to the handling and custody of government funds and an appreciation of the related control.	3 days
2. Internal Audit Standards for the Philippine Public Sector	IASPPS	This Seminar-Workshop on IASPPS seeks to supplement the efforts of government agencies to foster effectiveness, efficiency, transparency, and accountability in the government. IASPPS comprises two main categories: Attribute and Performance Standards. The Attribute Standards address the attributes of agencies and individuals performing internal auditing. On the other hand, the Performance Standards describe the nature of internal auditing and provide quality criteria against which the performance of these services can be measured.	3 days
3. Internal Control Standards for the Philippine Public Sector	ICSPPS	This seminar-workshop on ICSPPS seeks to supplement and strengthen the efforts of government agencies to foster effectiveness, efficiency, transparency, and accountability in the public sector. ICSPPS sets out various principles and principal foci of an effective internal control system.	3 days
4. Laws and Regulations on Government Expenditures	LARGE	The course focuses on various accounting and auditing rules and regulations governing disbursements of government funds, particularly those covering personal services, traveling expenses, procurement of supplies and materials, repairs and maintenance of motor vehicles and government facilities, capital outlay, and other forms of expenditures. The course aims to enable participants to understand the principles of public accountability and its meaning in terms of complying with accounting and auditing requirements. Case studies and exercises/workshops are used to reinforce the	4 days

Course	Code	Course Description	Duration
		lecture discussion and to facilitate understanding of the fiscal laws and regulations on government expenditures.	
5. Orientation on One-Time Cleansing of PPE Account Balances	One-Time Cleansing	This seminar covers discussion on the implementation of COA Circular No. 2020-006 dated January 31, 2020, which prescribes the guidelines and procedures in the conduct of physical count of property, plant, and equipment (PPE), recognition of PPE items found at the station, and disposition for non-existing/missing PPE items, for the one-time cleansing of PPE account balances of government agencies.	1 day
6. Property Supply and Management System	PSMS	This course is designed to equip agency personnel with adequate understanding and working knowledge of the systems, processes, policies, and other regulations pertaining to property and supply management. This course is tailored for national/ corporate government personnel with updates on Republic Act No. 9184.	4 days
7. Training on Handbook on the Financial Transactions of the Sangguniang Kabataan	HFTSK	This course is designed to equip duly elected Sangguniang Kabataan with adequate understanding and working knowledge on the important provisions of the Handbook on the Financial Transactions of the Sangguniang Kabataan	3 days
8. Barangay Financial Management	BFM	The course is designed to tackle the fundamental accounting principles affecting the Barangays, financial procedures providing guidelines in the exercise of the duties and responsibilities of the barangay officials as provided in the Code; and reporting requirements for barangay accounts compliant with standards.	3 days

CONFIRMATION SLIP

(Course Title)

We are confirming the attendance of the following to the above-named course:

Name			Position	Course Schedule	Contact Number/ Email Add
First	MI	Last			
Head of Office/Agency _____					
Office/Agency:					Tel. Nos
Office Address:					Fax Nos.
Email Address:					

(Note: In nominating participants to this training/seminar, you are directed to adhere to the principle of providing equal opportunity for all deserving personnel. Discrimination on account of gender identity, sexual orientation, disabilities, religion, and/or group membership should not be exercised.)

[Type the company name]