



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

October 17, 2018

**MEMORANDUM TO:**

**MA. JENNIFER P. PIODOS**  
Accountant III

**LYDIA D. CACAS**  
Budget Officer III

**JIAN A. DIAZ**  
Admin. Asst. II

Please be informed of your attendance to the conduct of **Function Review of Finance Position, Consultative Meetings/Workshop on the Review and Proposal of Finance Staff** on October 21-24, 2018 at Cagayan de Oro City.

Food, accommodation, and venue shall be charged against OSEC HRD funds and shall be downloaded to the host Division. Meanwhile transportation and incidental expenses shall be charged to the same fund which will be downloaded to various Regional Offices, all subject to the usual accounting and auditing rules and regulations.

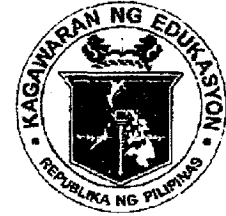
For your guidance and compliance.

*for: [Signature]*  
**WILFREDA D. BONGALOS, PH.D., CESO V**  
Schools Division Superintendent 4  
10/18/18

22 OCT 2018



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



OCT 17 2018

REGIONAL MEMORANDUM  
No. 0760, s. 2018

**FUNCTION REVIEW OF FINANCE POSITION**

To: All Schools Division Superintendent  
All Schools Division Accountants and Budget Officers  
All Schools Division Personnel Officer

1. This refers to the holding of a Consultative Meeting/Workshop on the Review and Proposal of Finance Staff which will be on October 21-24, 2018 at Chali Beach Resort and Conference Center, Cagayan de Oro.
2. The workshop aims to address the needs for additional personnel with the correct/enhanced Terms of Reference (TOR) and Qualification Standard (QS), to utilize the remaining available positions for finance and to craft/draft clear TOR for new positions in the Field Offices.
3. The participants for this activity are the SDO Accountant, Budget and Personnel Officer. Participants can check in as early as 2:00 PM of Sunday, October 21, 2018. First meal to be served shall be dinner on October 21, 2018 while the last meal shall be breakfast on October 24, 2018.
4. Each participant is requested to bring the following:
  - a. Individual Performance Commitment and Review Form (IPCRF)
  - b. Office Performance Commitment and Review Form (OPCRF)
  - c. Personal Services Itemization and Plantilla of Personnel (PSIPOP)
  - d. Laptops and extension wire/cords
5. Food, accommodation, and venue shall be charged against OSEC HRD Funds and shall be downloaded to the host division. Meanwhile, transportation and incidental expenses shall be downloaded to the Division Offices, chargeable to the same fund.
6. Immediate dissemination of this Memorandum is enjoined.

  
SALUSTIANO T. JIMENEZ, CESOV  
OIC- ASSISTANT REGIONAL DIRECTOR  
JULIET A. JERUTA PH.D

Director IV  
Regional Director

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



Republic of the Philippines  
**Department of Education**

367-99

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

MEMORANDUM DM-OUFDA-2018-028

**TO:** All School Division Accountants/Budget Officers/  
Personnel Staff  
All Regional Office Finance Officers

**FROM:** VICTORIA L. MEDRANA CATIBOG  
*Undersecretary*

**SUBJECT:** FUNCTION REVIEW OF FINANCE POSITION

**DATE:** October 08, 2018

In relation to the abovementioned subject, Consultative Meetings/ Workshop on the Review and Proposal of Finance Staff shall be conducted, information thereof, as follows:

Cluster	Date	Venue
Cluster 1 - Visayas and Mindanao Group	October 21-24, 2018	Cagayan De Oro
Cluster 2 - Luzon Group	November 26-29, 2018	To be announced (TBA)

This workshop aims:

- To address the needs for additional personnel with the correct/ enhanced Terms of Reference (TOR) and Qualification Standard (QS);
- To utilize the remaining available positions for finance;
- To craft/ draft clear TOR for new positions in the Field Offices.

The participants for this activity are the following:

Regional Office (RO): Finance Officer  
Schools Division Office (SDO): 1 Accountant, 1 Personnel and 1 Budget Officer  
Technical Working Group: ALL Officers of the Association of DepEd Finance Personnel, Inc. (ADEFPI)

*vlm*  
*10/8/18*

Participants can check in as early as 2:00 PM of Sunday, October 21, 2018 for Cluster 1, and Monday of November 26, 2018 for Cluster 2. First meal to be served shall be PM snack while the last meal shall be breakfast.

Food, accommodation, and venue shall be charged against OSEC HRD Funds and shall be downloaded to the host Division. Meanwhile, transportation and incidental expenses shall be downloaded to various Regional Offices, chargeable to the same fund.

Each participant shall be required to bring the following:

- a. Individual Performance Commitment and Review Form (IPCRF)
- b. Office Performance Commitment and Review Form (OPCRF)
- c. Personal Services Itemization and Plantilla of Personnel (PSIPOP)
- d. Laptop and extension cords

For immediate dissemination and compliance.

*Received*  
10/18/18

*10/18*

*Ma. Jennifer S. Pineda*  
*Region 1*

*HR*

*Yulia D. ...*  
*...*

*HR*

*Jan A. ...*

*HR*

*...*

*Division MOE*

*...*  
*HR*