



Republic of the Philippines
DepED
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
Dagupan City, Pangasinan



DIVISION MEMORANDUM NO. 492

RELEASED
DATE: 12/11/17
BY: [Signature]

TO: ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS (Non-IU's)
ALL ELEMENTARY AND SECONDARY SCHOOL BAC CHAIRMAN (Non-IU's)
ALL ELEMENTARY AND SECONDARY SCHOOLS ACTING/DESIGNATED BOOKKEEPER (Non-IU's)

FROM: DR. LORNA G. BUGAYONG, CESO VI
OIC - Schools Division Superintendent

SUBJECT: THREE (3)-DAY LIVE-IN SEMINAR/WORKSHOP FINANCIAL MANAGEMENT OPERATIONS MANUAL (FMOM) FOR NON-IMPLEMENTING UNITS

DATE: December 06, 2017

1. As per Unnumbered Memorandum dated October 07, 2016 from the Regional Director Alma Ruby C. Torio, the Schools Division Office of Dagupan City through the Finance and Budget Division, will conduct a **Three (3)-Day Live-In Seminar/Workshop on Financial Management Operations Manual (FMOM) for Non-Implementing Units** at El Pescador Resort Hotel, Bolinao, Pangasinan on **December 10-12, 2017**;
2. Participants who will attend the seminar/workshop are the following:
 - a. All Public Elementary and Secondary School Heads of Non-Implementing Units
 - b. One (1) Bookkeeper or one (1) designated Bookkeeper from each of the Public Elementary and Secondary Non-Implementing Units; and
 - c. BAC Chairman from each of the Public Elementary and Secondary Non-Implementing Units
3. Also, participants are advised to bring laptop, and extension cords to be used during the workshop;
4. Anent to this, everyone is enjoined to attend said seminar/workshop where Service Credit for teachers or Compensatory Time Off for non-teaching staff will be allowed upon presentation of certificate;
5. Registration of participants will start at 9:00 AM. The first meal to be served is the breakfast on December 10, 2017 and last meal to be served will be lunch on December 12, 2017;
6. Registration fee will be charged to the respective division offices downloaded by central office to defray expenses for the board and lodging, and other incidental expenses. Likewise, travelling expenses shall be charged to MOOE/local funds subject to the usual accounting and auditing rules and regulations;
7. Immediate wide dissemination and compliance to this memorandum is hereby enjoined.