



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 20, 2024

DIVISION MEMORANDUM

No. 0065, s. 2024

**ATTENDANCE TO THE ORIENTATION TO SDOS ON THE PREPARATION
OF FINANCE PLANNING DOCUMENTS FOR QMS AND DISCUSSION ON
OTHER FINANCIAL MATTERS**

To : Assistant Schools Division Superintendent
Division Accountant
Division Budget Officer

1. Please be informed that DepEd Region XI Office will be providing a technical assistance to the Schools Division Offices of this Region through the conduct of **Orientation to SDOs on the Preparation of Financial Planning Documents for QMS and Discussion on Other Financial Matters** which will be spearheaded by the Regional Finance Division this coming April 11-12, 2024 at Durian Hall, DepEd Region XI, F. Torres St., Davao City.

2. Attached is the copy of the Regional Memorandum FD No. 2024-008 issued last March 19, 2024 requiring the attendance of Schools Division Accountants and Budget Officers, in the person of **Mr. Glenn B. Separis** and **Mrs. Rosalie Estimada** as our representatives respectively.

3. Traveling expenses relative to the attendance of the activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

JINKY B. FIRMAN, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For the SDS
AILENE B. ANONUEVO
Chief Education Supervisor, SGOD
Incharge of the Division



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469

Email: panabocity.division@depd.gov.ph

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RECORDS SECTION SDO PANABO CITY
BY



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
FD-2024-008

To : Schools Division Superintendents
All Others Concerned

Subject : **ORIENTATION TO SDOs ON THE PREPARATION OF FINANCE
PLANNING DOCUMENTS FOR QMS AND DISCUSSION ON
OTHER FINANCIAL MATTERS**

Date : March 19, 2024

In view of the implementation of the Quality Management System of the Schools Division Offices, the Finance Division will provide technical assistance to the Accountants and Budget Officers of SDOs in the preparation of the Planning Documents and Quality Control Plan (QCP) on April 11-12, 2024 8:00 a.m. to 5:00 p.m. at Durian Hall, Deped Regional XI, F. Torres St., Davao City. Other financial issues and concerns shall also be discussed during the 2-day activity.

The participants are the following:

- a. Chief Administrative Officer, Supervising Administrative Officer, Accountants, Budget Officers and selected Finance Staff from the Regional Office; and
- b. Accountants and Budget Officers from the Schools Division Offices.

The expenses for the meals and snacks shall be charged against the Regional Office – Finance Division funds while the traveling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and compliance.

ALLAN G. FARNAZO
Director IV

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DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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By: 
Date: 3.19.24 Time: 78781



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph