



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2024-0155

To : **Assistant Schools Division Superintendent  
Administrative Officer V  
School Head of Panabo National High School**

Subject : **PARTICIPATION TO THE NATIONAL CONFERENCE OF  
CASHIERS IN THE CENTRAL, REGIONAL AND SCHOOLS  
DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS**

Date : November 7, 2024

In compliance with the Regional Memorandum AD-2024-199 dated October 30, 2024, you are hereby directed to attend and participate to the National Conference of Cashiers in the Central, Regional and Schools Division Offices and Selected Implementing Units on **November 19-22, 2024** at **Tacloban City**.

With this, the following are directed to attend the abovementioned activity;

1	<b>KATHRYN GAE D. JAYOMA</b>	<b>Administrative Officer IV/ Division Cashier</b>	<b>OSDS</b>
2	<b>LEAH F. LIM</b>	<b>Administrative Assistant II/ Disbursing Officer</b>	<b>PNHS</b>

Travel and other incidental expenses relative to the attendance of the abovementioned activity shall be charged against local funds, subject to the existing budgeting, accounting and auditing rules and regulations.

For your information and strict compliance.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

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

Enclosed: as stated  
OSDS/kgj

**RELEASED**

**NOV 08 2024**



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
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RECORDS SECTION SDO PANABO CITY  
BY





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 30, 2024

REGIONAL MEMORANDUM  
AD-2024-199

**PARTICIPATION TO THE NATIONAL CONFERENCE OF CASHIERS**

To: Schools Division Superintendents  
Chief Administrative Officer, AD

1. Herewith is the Memorandum No. OUA-2024-1007-01 dated October 7, 2024, from Atty. Mel John L. Versoza, Undersecretary for Administration relative to the conduct of the National Conference of Cashiers in the DepEd Central, Regional and Schools Division Offices and Selected Implementing Units on **November 19-22, 2024 at Tacloban City.**
2. Anent to this, the list of participants as provided in Enclosure 1 are directed to attend.
3. Participants' travelling expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. For clarifications, contact Melissa B. Boco (09958119853, [melissa.boco@deped.gov.ph](mailto:melissa.boco@deped.gov.ph)) or Liezel A. Ednaco ([liezel.ednaco@deped.gov.ph](mailto:liezel.ednaco@deped.gov.ph)).
5. For information and compliance.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

Encl.: As stated  
ROA/CS/apb

By: *[Signature]*  
Date: *Nov. 04, 2024*  
40961



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure 1

**LIST OF PARTICIPANTS**

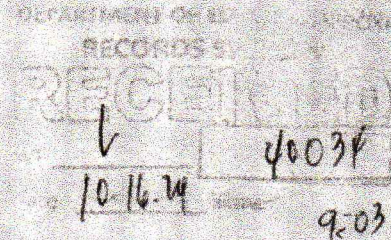
No.	Name	Designation	Office
1.	Desserie B. Aquino	ADAS III	DepEd RO XI, AD-CS
2.	Melanie V. Colipano	AO IV	SDO-Davao City
3.	Grace B. Doguiles	ADAS II	Mintal Comprehensive High School
4.	Sheena A. Asarak	AO II	SDO-Digos City
5.	Ivy Rose R. Donato	AO I	Digos City National High School
6.	Hazel B. Dacillo	AO IV	SDO-DAVAO DEL SUR
7.	Mary Antonette N. Perin	Do	Federico Yap National High School
8.	Edgar Jr C. Sabanal	AO IV	SDO-Davao Occidental
9.	Kathryn Gae D. Jayoma	AO IV	SDO-Panabo City
10.	Leah F. Lim	Adas II/Do	Panabo City National High School
11.	Roy R. Bantias	POIII / OIC-Cashier	SDO-Tagum City
12.	Hygeia M. Bohol	AO I/Disbursing Officer	Tagum National Trade School
13.	Sarah Faith M. Opiana	AO II	SDO-Davao Del Norte
14.	Karen Mae C. Ambroce	ADAS II	Sagayen National High School
15.	Rosenda T. Remedios	AO IV	SDO-Mati City
16.	Rina Kris M. Alinsub	ADAS II	Dawan National High School
17.	Katherin Pearl D. Oyao	AO IV	SDO-IGACOS
18.	Alfred O. Guden	ADAS II/DO	Nieves Villarica National High School
19.	Christine P. Barzo	AO II	SDO-Davao de Oro
20.	Perla D.Mendez	Cashier I	Nabunturan National Comprehensive high school
21.	Ruin D. Ukay	AO IV	SDO - Davao Oriental
22.	Alicia P. Ramos	ADAS II	San Isidro National High School





Republic of the Philippines  
**Department of Education**

**MEMORANDUM**  
**OUA-2024-1007 - 01**



**FOR :** Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

**FROM :** **ATTY. MEL JOHN L. VERZOSA**  
Undersecretary for Administration

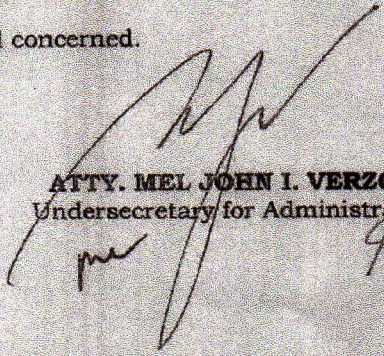
**SUBJECT :** **NATIONAL CONFERENCE OF CASHIERS IN THE DEPED  
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES  
AND SELECTED IMPLEMENTING UNITS**

**DATE :** 07 October 2024

1. The Department of Education through the Cash Division-Administrative Service, in coordination with DepEd Regional Office No. VIII will hold the National Conference of Cashiers in the DepEd Central, Regional and Schools Division Offices and Selected Implementing Unit on November 19-22, 2024 within Region VIII (Tacloban City), with the theme, *Empowering Excellence: Service and Innovation in Cashiering*.
2. Generally, the National Conference aims to provide a venue where cashiers can share their experiences and identify common issues, concerns and problems encountered that affect their functions and come up with possible solutions to address such. Specifically, it aims to:
  - Provide updates on latest rules and regulations on cash management and control issued by COA, DBM, BTr and other regulatory offices.
  - Build harmonious relationship and strengthen linkages among the cashiers in the regional and schools division offices and implementing units
  - Enhance their skills and knowledge in cash management and control that will strengthen the performance of their functions to further improve delivery of services to the teachers, learners and stakeholders
3. Participants to this National Conference are the Cashiers of the Central, Regional, and Schools Division Offices and selected implementing units. Each Regional Office and Schools Division Office is allowed to send one (1) participant per RO and SDO. Also included as participants are one (1) Disbursing Officer from ten (10) implementing units from each region. The Regional Office shall be responsible and is enjoined to fill the slots available to the entire region for this National Conference.



4. Expenses related to this National Conference, to include board and lodging of the participants and Secretariat staff from the Central Office, Resource Persons/Speakers, supplies and materials, honoraria and contingency shall be charged to the 2024 GASS funds, subject to the usual accounting rules and regulations. Travel expenses of participants from the Regional Offices (RO), Schools Division Offices (SDO), and selected implementing units shall be charged to their respective funds.
5. Attached is the program of activities, for reference and guidance.
6. For other details, please contact the Cash Division (tel. no. (02) 6337220) c/ o Ms. Melissa B. Boco (email - [melissa.boco@deped.gov.ph](mailto:melissa.boco@deped.gov.ph)) or Ms. Liezel A. Ednaco (email - [liezel.ednaco@deped.gov.ph](mailto:liezel.ednaco@deped.gov.ph)). The names of the participants from the RO, SDO and implementing units shall be submitted to the Cash Division not later than October 31, 2024 thru this link [bit.ly/DepEdCASHIERS2024NationalConference](https://bit.ly/DepEdCASHIERS2024NationalConference).
7. For the information and guidance of all concerned.

  
**ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration



**NATIONAL CONFERENCE OF CASHIERS IN THE DEPED CENTRAL, REGIONAL AND  
SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS**

Venue Within Region VIII (Tacloban City)

Date November 19-22, 2024

**TENTATIVE PROGRAM OF ACTIVITIES**

TENTATIVE PROGRAM OF ACTIVITIES				
	Nov 19 (Day 1)	Nov 20 (Day 2)	Nov 21 (Day 3)	Nov 22 (Day 4)
6:00				
		Breakfast	Breakfast	Breakfast
7:00				
		Opening Program / Statement of Purpose	Management of Learning	Management of Learning
8:00			Civil Service Delivery Excellence Program (Civil Service Commission)	Reporting
9:00				
10:00		Online Fidelity Bonding System (Bureau of Treasury)	COA Updates/Latest COA Circulars (Commission on Audit)	Synthesis, Agreements and Closing Program
11:00				
12:00		Lunch	Lunch	Lunch
1:00	Arrival / Registration / Distribution of Training Kits			
2:00		Counterfeit Detection (Bangko Sentral ng Pilipinas)	Stress Management / Worklife Balance	Departure
3:00				
4:00		WeAccess/ Opening of Pass- Thru Account / Government Purchase Card Program (Landbank of the Philippines)	Workshop: Improving Service Delivery in Cashiering	
5:00				
6:00				
7:00	Dinner	Dinner	Dinner / Socials	



**NATIONAL CONFERENCE OF CASHIERS IN THE DepEd  
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES  
AND SELECTED IMPLEMENTING UNITS**

Venue      Within Region VIII (Tacloban City)  
Date        November 19-22, 2024

**No. of Slots Per Region**

REGION	RO	SDO	Implementing Units	TOTAL
I	1	14	10	25
II	1	9	10	20
III	1	21	10	32
IV-A	1	23	10	34
IV-B	1	7	10	18
V	1	13	10	24
VI	1	20	10	31
VII	1	20	10	31
VIII	1	13	10	24
IX	1	8	10	19
X	1	14	10	25
XI	1	11	10	22
XII	1	8	10	19
CARAGA	1	12	10	23
NCR	1	16	10	27
CAR	1	8	10	19
<b>TOTAL</b>	<b>16</b>	<b>217</b>	<b>160</b>	<b>393</b>