



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Ave. Pasig City



JUL 17 2006

DepEd MEMORANDUM :  
No. 272 s. 2006

**1<sup>st</sup> National Seminar Workshop for Cash Management  
And Control System**

To : Regional Directors  
Schools Division Superintendents  
Regional Division Accountants/Cashiers  
Others Concerned

The FMS Cash Division of DepEd Central Office will hold the 1<sup>st</sup> National Seminar-Workshop on Cash Management and Control System in 3 Clusters.

| <u>Cluster</u> | <u>Regions</u>        | <u>Venue</u>                   | <u>Date</u>                |
|----------------|-----------------------|--------------------------------|----------------------------|
| Visayas        | VI, VII, VIII         | Ecotech,<br>Cebu City          | Sept. 14-17, 2006          |
| Luzon          | CAR, I, II, III,      | Teachers Camp,<br>Baguio City  | Oct. 12-15, 2006           |
|                | IV-A, IV-B,<br>V, NCR | Palawan                        | Oct. 19-22, 2006           |
| Mindanao       | IX, X,                | RELC, Cagayan –<br>De Oro City | Nov. 09-12, 2006           |
|                | XI, XII,<br>CARAGA    | RELC, Davao                    | Nov. 30 –<br>Dec. 03, 2006 |

The seminar/workshop aims to equip the participants with knowledge and necessary tools and techniques on proper handling of cash, granting and liquidation of cash advances, recording and preparation of accountability reports.

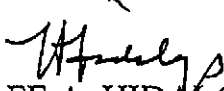
Participants to this seminar workshop are Regional/Division Cashiers, Accountants and Special Disbursing Officers. Attendance will be on official business.

A registration fee of Four Thousand Pesos (P4,000.00) will be charged each participant to cover food, accommodation, kits and materials, honoraria and other necessary expenses.

Traveling expenses and registration fees of regional/division participants shall be charged against their respective local funds, while Central Office participants including the technical working committee shall be charged against their respective funds (OSEC, Bureaus/Centers, FAP's, etc.) subject to established accounting and auditing rules and regulations.

For confirmation, please contact **Ms. Fely B. Iligan** of the Cash Division at tel. no. 633-72-20 and telefax no. 633-72-20 and **Ms. Heidi Sales** of the Accounting Division at tel. nos. 633-79-61/633-72-01. The enclosed confirmation of attendance must be received on or before **August 15, 2006** for Visayas participants, **September 15, 2006** for Luzon participants and **October 16, 2006** for Mindanao participants.

Immediate and wide dissemination of this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-In-Charge

Reference : N-o-n-e  
Allotment : 1 (D.O. 50-97)  
To be indicated in the Perpetual Index  
Under the following subjects:

|            |          |
|------------|----------|
| COMMITTEES | WORKSHOP |
| OFFICIALS  | MANUALS  |

**1st National Seminar Workshop for Cash Management  
and Control System**

**Technical Committee**

- Cash -** Minrado C. Batonghinog  
Felicidad B. Iligan
- Accounting -** Olivia M. San Pablo  
Heidi C. Sales
- Budget -** Armando C. Ruiz

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**VISAYAS : (ECOTECH CEBU CITY) - Sept. 14-17, 2006**

**Member Working Committee :**

1. Clemencita J. Ramiscal
2. Mayumi Tomelden
3. Julieta Hermosura
4. Violeta Villena
5. Edwin Gomez

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**LUZON : (TEACHERS CAMP, BAGUIO CITY) Oct. 12-15, 2006**

**Member Working Committee :**

1. Gloria E. Yungca
2. Irene V. Millo
3. Ricardo Pascua
4. Gene Patrick Morales
5. Christopher Fortaleza

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**LUZON : (PALAWAN ) October 19 - 22, 2006**

**Member Working Committee :**

1. Merle del Prado
2. Nilva Jimenez
3. Josefina Gatmaitan
4. Christopher Fortaleza
5. Violeta Villena

**MINDANAO : (RELC, Cagayan de Oro City) Nov. 09-12, 2006**

***Member Working Committee :***

1. Gloria E. Yungca
2. Josefina Gatmaitan
3. Fortunato Cruz
4. Lolita Diaz

**MINDANAO : (RELC, DAVAO CITY) NOV. 30 - DEC. 03, 2006**

***Member Working Committee :***

1. Zenaida G. Mendoza
2. Ma. Peachy G. Arañez
3. Fortunato Cruz
4. Lolita Diaz
5. Edwin Gomez

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