



NOV 12 2009

DepEd MEMORANDUM

No. **495**, s. 2009

**PROBLEM SOLVING/CONSULTATION WORKSHOPS ON THE STRENGTHENING
OF INTERNAL CONTROL SYSTEMS OF THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. Arising from the suggestions of the participants in the recently conducted Trainings on the Strengthening of Internal Control Systems of the Department of Education (DepEd), as provided in DepEd Memorandum No. 380, s. 2009, Problem Solving/Consultation Workshops will be conducted by the Tribal Helm Consultants, in coordination with the Management Division, DepEd Central Office.

2. The workshop mechanics will be as follows:

- a. Tribal Helm will present an overview of the Internal Control Objectives and Components to enable the participants who were not able to attend the IC Trainings to participate fully in the current workshops;
- b. Group discussions will focus on relevant issues to be raised by the participants particularly on Control Environment, Risk Management, Human Resource Management, and Financial Management Systems and Processes; and
- c. Comprehensive analysis and examination of potential solutions to identified problems will be done in the workshops which will be arranged in such a way that problems and potential solutions will be considered by all relevant parties, from schools to divisions and the regions;

3. After the workshops, the participants shall submit reports on:

- a. issues requiring improvement identified by the participants in these workshops;
- b. possible solutions on the identified deficiencies suggested by the participants for consideration of and implementation by the relevant field offices;
- c. possible solutions which require consideration by the DepEd Central Office and relevant central agencies such as Department of Budget and Management (DBM), Civil Service Commission (CSC) and Commission on Audit (COA); and
- d. follow-up actions needed by Management Division staff to monitor progress in the implementation of the proposed solutions arising from the workshops under 3.b.

4. The list of Tribal Helm and DepEd officials and staff, the schedule of workshops and number of expected participants are detailed in Enclosure Nos. 1 and 2, respectively.
5. The Regional Directors are requested to identify the schools and division offices which they believe will benefit most in these workshops.
6. Transportation, meals, board and lodging, venue and other incidental expenses of all facilitators and all DepEd (Central Office and Field Offices) staff will be charged to EPIP Funds, while honoraria of DepEd staff will be charged to OSEC Funds, subject to the usual accounting and auditing rules and regulations.
7. All concerned must submit thru fax the list of schools, divisions, and names of participants including confirmation of attendance to Mr. Florentino Barte, Jr. of the Management Division at telefax no.: (02) 633-7248 not later than November 16, 2009.
8. The participants in the said workshops are encouraged to send their reports on issues/problems to the Management Division, Attention: Ms. Louisa Roberto at e-mail address: mgtdiv_depedcentral@yahoo.com or thru telefax no.: (02) 633-7248, a week before the workshops.
9. Immediate dissemination of this Memorandum is desired.



JESUS G. GALVAN
Assistant Secretary
Officer-in-Charge

Office of the Undersecretary for Finance and Administration

Encls.:

As stated

Reference: DepED Memorandum: (No. 380, s. 2009)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
TRAINING PROGRAMS
WORKSHOPS

(Enclosure No. 1 to DepEd Memorandum No. 495, s. 2009)

LIST OF TRIBAL HELM, CENTRAL OFFICE OFFICIALS and STAFF

OFFICE	VISAYAS & MINDANAO CLUSTER DAVAO CITY NOV.21-26, 2009	LUZON CLUSTER SUBIC, ZAMBALES DECEMBER 5-10, 2009
TRIBAL HELM	Ms. Thuy Mellor Ms. Aurora Alesna Ms. Consuelo Callangan	Ms. Thuy Mellor Ms. Aurora Alesna Ms. Consuelo Callangan
DepEd OFFICIALS	OIC-USEC Jesus G. Galvan OIC-ASEC Armando Ruiz	OIC-USEC Jesus G. Galvan OIC-ASEC Armando Ruiz
RESOURCE PERSONS	Ms. Rhunna Catalan Ms. Jovita Malig COA Representative	Mr. Selwyn Briones Ms. Melyn L. Dionela COA Representative
MANAGEMENT DIVISION	Ms. Louisa Roberto Mr. Florentino Barte, Jr. Mr. Jose Adrian Melegrito Mr. Joel Mendoza Ms. Marilou Garcia	Ms. Louisa Roberto Mr. Florentino Barte, Jr. Ms. Fabiana C. Altezo Ms. Vilma L. Ignacio Ms. Tesa Gaila Ricafort
ACCOUNTANT	Ms. Ma. Teresa Guledew	Ms. Ma. Teresa Guledew
DISBURSING OFFICER	Ms. Irene Millo	Ms. Irene Millo
SUPPORT STAFF	Ms. Shirley Guiang Mr. Archie Palomeno Ms. Michelle Ann Dionisio Mr. Ronnie M. Espina Ms. Ma. Teresa Waine	Ms. Shirley Guiang Mr. Archie Palomeno Ms. Cristina Raposa Ms. Marites D.J. Rea Mr. Jay Flores

**SCHEDULE OF WORKSHOPS and NUMBER OF EXPECTED PARTICIPANTS
 PROBLEM SOLVING/CONSULTATION WORKSHOPS
 SESSION 1 - MINDANAO & VIZAYAS CLUSTER - DAVAO CITY
 SESSION 2- LUZON CLUSTER - SUBIC, ZAMBALES**

SESSION 1	Nov. 21, 2009 (4 schools per Region, 2 participants per school)	Nov. 23-24 (4 division offices, 2 participants per division)	Nov. 25-26 Regional Office (4 participants per Region)	number of participants				
				School	Division	Region	Region	
<p>Region (8 Regions)</p> <p><u>VISAYAS:</u> VI, VII, VIII</p> <p><u>MINDANAO:</u> IX, X, XI XII, XIII</p>	<p>Participant per school</p> <ul style="list-style-type: none"> Principal Teacher with administrative functions or bookkeeper 	<p>Participant per Division</p> <ul style="list-style-type: none"> Accountant II Administrative Officer (AO) III 	<p>Participant per region</p> <ul style="list-style-type: none"> Chief Planning Officer Chief AO, Budget and Finance Division Chief AO, Administrative Division Personnel Officer 	<p><u>Visayas</u> School (4X2 =8X3 reg) Division (4X2 =8X3) Region (4x3) Sub-total = 60</p> <p><u>Mindanao</u> School Division (4X2X5) Region (4X5) Sub-total =100</p> <p>Total = 160</p>	24	24	12	
				64	64	32		

(Enclosure No. 2 to DepEd Memorandum No. 495, s. 2009)

SESSION 2	DEC. 5	Dec. 7-8	Dec. 9-10		
Region (8 Regions)	Same as above	Same as above	Same as above		
<u>LUZON</u> I, II, III, IV-A, IV-B V, CAR, NCR				64	64
					32
Grand Total = 320				128	128
<u>Central Office</u> (20 per cluster)					
Tribal Helm	3	OIC-Usec Galvan	1	Disbursing Officer	1
MD Staff	5	OIC-Asec Ruiz	1	Accountant	1
Resource Persons	3	(from Accounting/Budget Divisions and DepEd CO-Office of Resident Auditor)		Support staff	5