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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

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November 2, 2022

**REGIONAL MEMORANDUM**

No. **1232**, s. 2022

**CONDUCT OF IN-HOUSE TRAINING ON FINANCIAL MANAGEMENT**

To: Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

1. This Office in coordination with the Department of Budget and Management Regional Office No. VIII shall conduct an In-House Training on Financial Management to be held on December 12-14, 2022, at a venue to be announced later.
2. The training aims to enhance the competencies of the participants on the concepts of the following:
  - a. Budgeting in Government
  - b. Procurement Management
  - c. Procurement Planning
  - d. Procurement and Disbursements
  - e. Cash Management
3. The expected participants are the following:
  - a. Regional Director / HOPE
  - b. Assistant Regional Director / BAC Chair
  - c. BAC Members including alternates (Regional Office)
  - d. BAC Secretariat (Regional Office)
  - e. Technical Working Group (Regional Office)
  - f. Inspectorate (Regional Office)
  - g. End-User Representatives (1 per Regional Office Divisions)
  - h. Regional Accountant
  - i. Regional Budget Officer
  - j. Regional Planning Officer
  - k. Schools Division Superintendents / Assistant Schools Division Superintendents
  - l. Division Accountants
  - m. Division Budget Officers
  - n. Division Planning Officers



4. A Training Fee of Six Thousand Pesos (6,000.00) per SDO participants shall be collected to defray the cost of meals, lodging, honorarium, and other training expenses incurred for the whole duration of training. Traveling expenses of the SDO participants and the registration fee relative to this activity shall be charged against Division/Local Funds, while Training Fee of RO participants shall be charged against RO Local Funds, subject to existing government accounting and auditing rules and regulation. Payments made through check shall be made payable to DEP REG OFFICE 8 TRUST ACCOUNT with account Number 0002-50000-97, Philippine Veterans Bank.
5. All participants must confirm their attendance on or before November 7, 2022, using the attached confirmation slip thru email at [finance.region8@deped.gov.ph](mailto:finance.region8@deped.gov.ph).
6. For inquiries, contact Ms. Alma E. Suyom, Chief of Finance Division, through [finance.region8@deped.gov.ph](mailto:finance.region8@deped.gov.ph).
7. Immediate dissemination of and strict compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: Confirmation Slip  
References: None



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

TRAINING FINANCIAL MANAGEMENT

FD-BS-GJNC



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

Enclosure to RM No. **1232** s. 2022

**CONFIRMATION LETTER**

**EVELYN R. FETALVERO, CESO IV**

Regional Director  
DepEd Region 8  
Candahug, Palo, Leyte

Madam:

May I respectfully submit the list of our confirmed participants to the **In-House Training on Financial Management** on **December 12-14, 2022** at the \_\_\_\_\_.

NAME	POSITION	SIGNATURE

Very truly yours,

\_\_\_\_\_

