



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

December 17, 2025

REGIONAL MEMORANDUM

No. **1708** s. 2025

**REGION VIII PARTICIPANTS TO THE CONSULTATION/SCOPING WORKSHOP –
HARMONIZATION OF THE CASH MANAGEMENT SYSTEM (CMS) IN THE
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Memorandum OUA-2025-191 dated November 18, 2025 re: Consultation/Scoping Workshop – Harmonization of the Cash Management System (CMS) in the Central, Regional and Schools Division Offices on **January 21-23, 2025** in **Baguio Teachers Camp, Baguio City**, This Office announces the following selected participants to attend the event:

NAME	POSITION	OFFICE/STATION
1. Fe M. Gerona	Accountant III	Regional Office
2. Jim Albert A. Lagado	ITO I	Regional Office
3. Russel L. Resco	AO V (Cashier III)	Regional Office
4. Florencio A. Coso	AO IV (Cashier II)	Eastern Samar Division
5. Joan R. Malasaga	AO IV (Cashier II)	Southern Leyte Division

2. Travel Expenses shall be charged against their respective MOOE funds.
3. For the information and guidance of all concerned.

RONELO ALK. FIRMO Ph.D, CESO IV
Assistant Regional Director
Officer-in-Charge
Officer of the Regional Director

Enclosures: As stated

References: As stated

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

CASH MANGEMENRT

CONSULTATION

HARMONIZATION

AD-CS-RLR

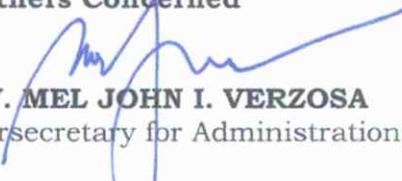




Republic of the Philippines
Department of Education

MEMORANDUM
OUA-2025-191

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

FROM : 
ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration

SUBJECT : **CONSULTATION/SCOPING WORKSHOP – HARMONIZATION
OF THE CASH MANAGEMENT SYSTEM (CMS) IN THE
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES**

DATE : **18 November 2025**

1. The Department of Education through the Cash Division-Administrative Service (CD-AS), in coordination with the Accounting Division – Finance Service (FS-AD) will conduct a series of activities for the Harmonization of the Cash Management System (CMS) in the Central, Regional and Schools Division Offices. While the CMS is used extensively in the Central Office, there are regional offices (ROs) and Schools Division Offices (SDOs) that have set up their own system to automate the process of disbursement and collection while there are some that are still doing these manually. The primary objective of the harmonization of the CMS is to aid the cashiers in the Regional and Schools Division Offices in automating and simplifying their disbursement and collection processes, to accurately record their transactions, and to standardize the operations of the Cash offices in the different governance levels with the installation of the CMS in these offices.
2. The harmonization will be done in four (4) stages as follows:
 - a) Consultation/Scoping Workshop – Orientation, needs identification and agreement on system requirements
 - b) Development of Training Program – design training strategies and installation plans
 - c) Training of Trainors
 - d) Installation in Regional Offices and Pilot Schools Division Offices
3. The first activity which is the Consultation/Scoping Workshop aims to orient the participants on the CMS and to surface the specific and common needs and requirements of the ROs and SDOs that may be incorporated in the CMS. This will be conducted on **January 21-23, 2026** in **Baguio Teachers Camp, Baguio**

City. First meal to be served is breakfast on January 21, 2026 while the last meal will be PM Snacks on January 23, 2026.

4. Participants to this activity are the Cashiers, Accountants and IT Officers from the ROs (only one Cashier, one Accountant and one ITO from each RO) and the Cashier of two selected SDOs within the region. The Regional Cashier shall be responsible in selecting the SDO Cashiers who will participate in the workshop. However, the DepEd National Capital Region (NCR) will have two Cashiers, two Accountants and two ITOs as participants inasmuch as the Regional Cash and Accounting offices are already utilizing the CMS in their operations.
5. The CMS Programmer will present the CMS and its different features and functionalities through lecture demonstrations with the participants from the Central Office Accounting and Cash Divisions providing the hands-on application. The participants from the NCR will also be requested to share their experience in implementing the CMS. A workshop will be undertaken where the participants will be divided into groups by region and their specific needs and requirements for the system will be discussed and agreed upon. Results of the workshop will be presented during a plenary wherein agreements will be reached as to the common requirements that will be incorporated into the system.
6. Expenses related to this workshop, to include board and lodging, travel expenses of the CMS Programmer, Resource Persons (RPs) and Project Management Team (PMT), supplies and materials, and contingency shall be charged to the 2025 GASS funds (AC-25-AS-CD-GASS-2-002), subject to the usual accounting rules and regulations. Travel expenses of participants from the Regional Offices (RO) and Schools Division Offices (SDO) shall be charged to their respective funds.
7. Attached is the program of activities, for reference and guidance.
8. For other details, please contact the Cash Division (tel. no. (02) 6337220) c/o Ms. Sonia R. De Leon (email - sonia.deleon@deped.gov.ph or Ms. Melissa B. Boco (email - melissa.boco@deped.gov.ph). The names of the participants from the RO and SDO shall be submitted to the Cash Division not later than December 19, 2025 thru this link https://bit.ly/Harmonization_DepEdCMS_Consultation_ScopingWorkshop.
9. For the information and guidance of all concerned.

CONSULTATION / SCOPING WORKSHOP -
HARMONIZATION OF THE CASH MANAGEMENT SYSTEM (CMS) IN THE
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES

Venue Baguio Teachers Camp, Baguio City

Date January 21-23, 2026

TENTATIVE PROGRAM OF ACTIVITIES

	January 21 (Day 1)	January 22 (Day 2)	January 23 (Day 3)
6:00			
7:00	Arrival / Breakfast	Breakfast	Breakfast
8:00		Generation of Reports	
9:00	Registration	Tracking Module	
10:00		Simulation of LDDAP-ADA and Check Processing	Reporting
11:00	Opening Program / Statement of Purpose	Simulation of Receipts Issuance	
12:00	Lunch	Lunch	Lunch
1:00			
2:00	Overview of the Cash Management System (CMS)	Simulation of Reports Generation	Synthesis, Agreements and Closing Program
3:00	LDDAP-ADA Processing		
4:00	Check Processing	Workshop - Needs, Requirements and Common Features of the CMS	
5:00	Issuance of Official Receipts		Departure
6:00	Open Forum		
7:00	Dinner	Dinner / Socials	

**CONDUCT OF THE CONSULTATION/SCOPING WORKSHOP –
HARMONIZATION OF THE CASH MANAGEMENT SYSTEM (CMS) IN
THE CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES**

January 21-23, 2026 Baguio Teachers Camp, Baguio City

LIST OF PARTICIPANTS

(as of November 22, 2025)

REGION	REGIONAL OFFICE			SDO Cashier	TOTAL
	Cash	Accounting	ICTS		
I	1	1	1	2	5
II	1	1	1	2	5
III	1	1	1	2	5
IV-A	1	1	1	2	5
IV-B	1	1	1	2	5
V	1	1	1	2	5
VI	1	1	1	2	5
NIR	1	1	1	2	5
VII	1	1	1	2	5
VIII	1	1	1	2	5
IX	1	1	1	2	5
X	1	1	1	2	5
XI	1	1	1	2	5
XII	1	1	1	2	5
CARAGA	1	1	1	2	5
CAR	1	1	1	2	5
NCR	2	2	2	2	8
CO					14
	TOTAL				102

CENTRAL OFFICE

HTC	1
Accounting	4
ICTS	2
Planning	2
Cash	5
	14