



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

November 10, 2025

DIVISION . MEMORANDUM
No. 947, s. 2025

**3-DAY LIVE-IN TRAINING WORKSHOP ON ENHANCING FINANCIAL
MANAGEMENT AND SCHOOL-BASED PROCUREMENT CAPABILITIES**

TO: School Heads of Non-Implementing Unit Schools
Senior Bookkeepers (Division Office assigned to monitor school funds)
Administrative Officers (with school-level financial/procurement oversight)
All Others Concerned

1. In line with the thrust of the Department of Education to ensure efficient, transparent, and accountable financial management at the school level, and to facilitate the smooth transition and compliance with the New Government Procurement Act (Republic Act No. 12009), the Division of Tacloban City will conduct a 3-Day Live-in Training Workshop.
2. The training is specifically designed to enhance the competencies of key school personnel in the following critical areas:
 - **Financial Management Operations Manual (FMOM)** for Non-Implementing Unit (Non-IU) Schools.
 - Optimizing **Maintenance and Other Operating Expenses (MOOE)** Utilization and Liquidation.
 - Effective **School Annual Implementation Plan (AIP) and Budget Linkage**.
 - Compliance with **School-Based Procurement** procedures under **RA No. 12009**.
3. The workshop aims to equip participants with the knowledge and practical skills necessary to fully align school operations with the latest financial and procurement regulations.

4. Event Details

Detail	Information
Activity Title	3-Day Live-in Training Workshop on Enhancing Financial Management and School-Based Procurement Capabilities
Participants	School Heads, Senior Bookkeepers, and Administrative Officers (as listed in the attached Roster of Participants)
Date	December 3 to December 5, 2025 (3 Days/2 Nights)
Time	8:00 AM on Day 1 to 5:00 PM on Day 3
Venue	TBD

5. Participants are required to attend the entire three (3) days of the workshop as the sessions are progressive and built upon each other. **Strict compliance with the schedule is expected.**
6. All expenses related to the venue, accommodation, meals, snacks, and training materials shall be borne by the **Division HRTD/School MOOE**, subject to the usual accounting and auditing rules and regulations.
7. Participants are advised to bring the following for the workshop activities:
 - A copy of their **School Annual Implementation Plan (AIP) and School Improvement Plan (SIP)**.
 - Relevant MOOE Liquidation Reports (for reference/case study).
8. The Administrative Officer/Bookkeeper designated to assist the School Head is particularly enjoined to participate actively in the hands-on workshops on PPMP, APP, and Liquidation.
9. For inquiries and confirmation, please contact the Program Secretariat, **Rodel R. Naval**, at **09983567784** or email rodel.naval@deped.gov.ph.
10. Immediate and wide dissemination of this Memorandum is desired.

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SHERLITA A. PALMA, EdD., CESO VI
OIC-Schools Division Superintendent

Enclosures: List of participants

References: As Stated

