



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

June 19, 2020


DIVISION MEMORANDUM

No. 88, s. 2020

**DIVISION PERFORMANCE WORKSHOP ON FINANCIAL AND ORGANIZATIONAL
MANAGEMENT**

TO: Assistant Schools Division Superintendent
SGOD and CID Chief
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
All Others Concerned

1. This Division will conduct a training-workshop on Financial Management on **June 24-25, 2020, 8:30 am at Xanders Place, Monbon, Irosin, Sorsogon.**
2. This workshop aims to:
 - assess processes and identify gaps on the implementation of financial program;
 - identify necessary steps and strategies to improve processes involved in financial management; and
 - gather feedback as valuable input in improving financial systems and performance.
3. The participants in this workshop are the **30 selected personnel in the division office and school level** (refer to Enclosure no. 1). They are advised to bring their **laptop and extension wires.**
4. Meals, accommodation, travel, and other expenses to be incurred relative to this activity are chargeable against division MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and strict compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Capitol Compound, Brgy. Burabod, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

List of Participants

DIVISION PERFORMANCE WORKSHOP ON FINANCIAL AND ORGANIZATIONAL MANAGEMENT

Xander's Place, Monbon, Irosin, Sorsogon
June 24-25, 2020

| | NAME |
|-----|---------------------------------|
| 1. | JOSE L. DONCILLO, CESO V |
| 2. | MA. JEANY T. POSTRADO, Ed. D. |
| 3. | ROLANDO F. EMBILE |
| 4. | FLORENCIO P. BERMUNDO |
| 5. | REX T. BARBIN |
| 6. | JOMAR E. ENGUERRA |
| 7. | VALENTINA E. HUGO |
| 8. | GIDEON KARL GREFALDA |
| 9. | ALBERT C. PEREZ |
| 10. | EDUARDO DURAN |
| 11. | RICA ESPIGOL |
| 12. | ATTY. NOEL B. EVAN |
| 13. | PAUL ANDY DEBLOIS |
| 14. | JOHN REY J. PEREZ |
| 15. | BELARDO HADAP JR. |
| 16. | JESSE A. DELLOSA |
| 17. | MA. ESPERANZA ESPIGOL |
| 18. | VICENTE NOCOS JR |
| 19. | MARICEL DINEROS |
| 20. | ALONA MACATANGAY |
| 21. | EILLEN BACHILLER |
| 22. | ROMMEL DIGO |
| 23. | ARMAN ALMODIEL |
| 24. | CHRISTOPHER CADAG, Macalaya NHS |
| 25. | JOAN MANALO, Alcoba NHS |
| 26. | JUNEL GUANTERO |
| 27. | VENUS MATUBA |
| 28. | JOHN HIDEA |
| 29. | CRISTY LORICA |
| 30. | MA. SALVE B. QUIDES |



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Schedule of Activities

DIVISION PERFORMANCE WORKSHOP ON FINANCIAL AND ORGANIZATIONAL MANAGEMENT

Xander's Place, Monbon, Irosin, Sorsogon
June 24-25, 2020

| Time | Day 1 |
|---------------|--|
| 7:30 – 8:30 | Registration |
| 8:30 – 9: 30 | Orientation/ Preliminaries |
| 9:30 – 12:00 | Workshop 1 – Presentation of Audit Results |
| 12:00 – 1:00 | Lunch Break |
| 1:00 – 3:00 | Workshop 1 – Gap Analysis on Finance Processes |
| 3:00 – 3:15 | Break |
| 3:15 – 5:00 | QMS – Revision of Citizen Charter |
| 5:00 – 7:00 | Workshop 3 – Presentation of Output of Revised Citizen Charter |
| | Day 2 |
| 6:00 – 7:30 | Breakfast |
| 7:30 – 8:30 | Organizational Development and Management |
| 8:30 – 9:30 | Workshop 4 |
| 9:30 – 9:45 | Break |
| 9:45 – 11:00 | Synthesis / Agreements |
| 11:00 – 12:00 | Ways Forward |
| 12:00 – 1:00 | Lunch |
| 1:00 – 3:00 | Finalization and Presentation of Outputs |
| 3:00 – 3:15 | Break |
| 3:15 – 4:15 | Closing Program |
| 4:15 – 5:00 | Home Sweet Home |



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