



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

August 14, 2023

**REGIONAL MEMORANDUM**

No. **867** s.2023

**CAPABILITY BUILDING ON FINANCIAL MANAGEMENT FOR INSTRUCTIONAL  
AND SCHOOL LEADERS OF DEPED REGION VIII**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Finance Division (FD) and Human Resource Development Division (HRDD), shall manage the conduct the two-day Capability Building on Financial Management for Instructional and School Leaders of DepEd Region VIII on October 2023.
2. The activity aims to improve competencies in procurement management, planning, disbursement, and other related concepts.
3. The participants to this activity are Public Schools District Supervisors, School Heads, and other personnel tasks in the financial management in the schools of DepEd Region VIII. The schedule and slots per division are as follows:

<b>Batch</b>	<b>Division</b>	<b>No. of Slots</b>	<b>Schedule</b>
1	Catbalogan City	40	October 1-3, 2023
	Samar	40	
2	Calbayog City	40	October 4-6, 2023
	Northern Samar	40	
3	Baybay City	40	October 8-10, 2023
	Biliran	40	
4	Borongan City	40	October 11-13, 2023
	Eastern Samar	40	
5	Leyte	80	October 15-17, 2023
6	Ormoc City	40	October 18-20, 2023
	Tacloban City	40	
7	Maasin City	40	October 22-23, 2023
	Southern Leyte	40	

4. A registration of Five Thousand Pesos (P5,000.00) per participant shall be collected to cover the costs of the board and lodging of the participants, honorarium of the resource persons, training kits, and other miscellaneous expenses relative to the conduct of the activity.

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5. Participants must register online using the link <https://tinyurl.com/RegForm4FM> on or before **August 18, 2023**.
6. Attached is the activity matrix for the above-mentioned activity. The venue shall be announced at a later date through a separate memorandum.
7. The registration fee, travel, and other incidental expenses of the participants shall be charged against the local funds/School MOOE, subject to the usual accounting and auditing rules and regulations.
8. For inquiries, please contact Ms. Alma Suyom or Dr. Alejandra B. Lagumbay, through [accounting.region8@deped.gov.ph](mailto:accounting.region8@deped.gov.ph) or [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph).
9. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: List of Participants

References: None

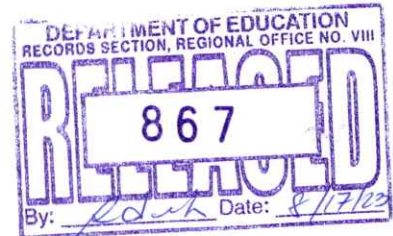
To be indicated in the Perpetual Index under the following subjects:

FINANCIAL MANAGEMENT

PSDS

SCHOOL HEAD

HRRD-NEAP-R-MCAM





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

**FINANCIAL MANAGEMENT TRAINING FOR DEPED REGION VIII INSTRUCTIONAL LEADERS**

Venue: TBA

October 2023 (Batch 1 to 7)

Time/Day	Day 0	Day 1	Day 2
7:00 AM- 08: 00 AM		Attendance Check and Preliminaries	Attendance Check and Preliminaries
08:01 AM- 12:00 NN		<b>Procurement Management and Planning</b> DBM Resource Speaker B	<b>Procurement and Disbursement</b> DBM Resource Speaker C
12:01 PM- 1:00 PM	Arrival and Registration	Lunch Break	Lunch Break
01:01 PM- 02:00 PM		DepEd Speaker A	<b>Closing Program</b>
02:01 PM- 03:00 PM	Opening Program		
03:01 PM- 05:00 PM	<b>Procurement Management and Planning</b> DBM Resource Speaker A	DepEd Speaker A	
Officer of the Day	Rodel V. Rosales/ Maureen Charisse A. Maltos	Rowena T. Vacal/ Rogelio O. Ticoy, Jr./Clark Dave P. Arante	Dina S. Superable/ Michael C. Parado

Prepared by:

Noted:

  
**Atty. MAUREEN CHARISSE A. MALTOS**  
 SEPS, HRDD

  
**ALEJANDRA B. LAGUMBAY, PhD**  
 Chief, HRDD



Address: Government Center, Candahug, Palo, Leyte  
 Telephone No.: (053) 832-5738  
 Email Address: region8@deped.gov.ph  
 Website: https://region8.deped.gov.ph