



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

October 23, 2024

REGIONAL MEMORANDUM

No. **1358** s. 2024

**REGION VIII PARTICIPANTS TO THE NATIONAL CONFERENCE OF CASHIERS
IN THE DEPED CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES
AND SELECTED IMPLEMENTING UNITS**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to the DepEd Memorandum OUA-2024-1007-01 re: National Conference of Cashiers in the DepEd Central, Regional and Schools Division Offices and Selected Implementing Units dated November 19-22, 2024, this Office announces the following selected participants to attend the event:

Name	Position	School/Office/Station
1. Lucia B. Aguila	AO I (Cashier I)	Regional Office
2. Adora Fe F. Baltazar	AO IV (Cashier II)	Baybay City Division
3. Elizabeth E. Toriña	AO IV (Cashier II)	Biliran Division
4. Teocel Coyoca	Cashier I	Naval School of Fisheries, Biliran Division
5. Rowena O. Chavarria	AO IV (Cashier II)	Borongan City Division
6. Queruben C. Cajegas	Cashier I	Eastern Samar National Comprehensive High School, Borongan City Division
7. Suzette P. Candaza	AO IV (Cashier II)	Calbayog City Division
8. Arturo B, Zamora	Cashier	Rafael Lentejas Memorial School of Fisheries, Calbayog City Division
9. Catherine T. Gallegar	AO IV (Cashier II)	Catbalogan City Division
10. Samuel Uy	Cashier I	Samar National School, Catbalogan City Division
11. Florencio A. Coso	AO IV (Cashier II)	Eastern Samar Division
12. Chessa Jayne Luteria Policarpio	Cashier	Sulat National High School, Eastern Samar Division
13. Eudoxio C. Ocampos	AO IV (Cashier II)	Leyte Division
14. Ivy Melody A. Tiozon		Dulag National High School, Leyte Division
15. Maria Ligaya C. Resus	AO II	Maasin City Division
16. Teresita A. Acibar	AO IV (Cashier II)	Northern Samar Division
17. Anie N. Rivera	Disbursing Officer II	Catarman National High School, Northern Samar Division
18. Maricel B. Coching	AO II	Ormoc City Division

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19. Maria Rosario J. Uy	AO IV (Cashier II)	Samar Division
20. Angelica B. Amascual	AO I	Valeriano C Yancha Memorial Agricultural School, Samar Division
21. Joan R. Malasaga	AO IV (Cashier II)	Southern Leyte Division
22. Genry S. Libres	Cashier I	Villa Jacinta National Vocational High School, Southern Leyte Division
23. Nancy C. Aninao	AO IV (Cashier II)	Tacloban City Division
24. Maricres C. Esperas	Disbursing Officer II	Marasbaras National High School, Tacloban City Division

2. Travel expenses shall be charged against their respective MOOE Funds.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: As stated

References: As stated

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

CASHIER

CONFERENCE

AD-RLR





Republic of the Philippines
Department of Education

MEMORANDUM
OUA-2024-1007 - 01

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

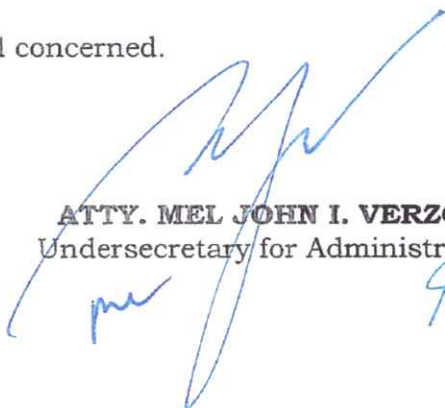
FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **NATIONAL CONFERENCE OF CASHIERS IN THE DEPED
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES
AND SELECTED IMPLEMENTING UNITS**



DATE : 07 October 2024

1. The Department of Education through the Cash Division-Administrative Service, in coordination with DepEd Regional Office No. VIII will hold the National Conference of Cashiers in the DepEd Central, Regional and Schools Division Offices and Selected Implementing Unit on November 19-22, 2024 within Region VIII (Tacloban City), with the theme, *Empowering Excellence: Service and Innovation in Cashiering*.
2. Generally, the National Conference aims to provide a venue where cashiers can share their experiences and identify common issues, concerns and problems encountered that affect their functions and come up with possible solutions to address such. Specifically, it aims to:
 - Provide updates on latest rules and regulations on cash management and control issued by COA, DBM, BTr and other regulatory offices.
 - Build harmonious relationship and strengthen linkages among the cashiers in the regional and schools division offices and implementing units
 - Enhance their skills and knowledge in cash management and control that will strengthen the performance of their functions to further improve delivery of services to the teachers, learners and stakeholders
3. Participants to this National Conference are the Cashiers of the Central, Regional, and Schools Division Offices and selected implementing units. Each Regional Office and Schools Division Office is allowed to send one (1) participant per RO and SDO. Also included as participants are one (1) Disbursing Officer from ten (10) implementing units from each region. The Regional Office shall be responsible and is enjoined to fill the slots available to the entire region for this National Conference.

4. Expenses related to this National Conference, to include board and lodging of the participants and Secretariat staff from the Central Office, Resource Persons/Speakers, supplies and materials, honoraria and contingency shall be charged to the 2024 GASS funds, subject to the usual accounting rules and regulations. Travel expenses of participants from the Regional Offices (RO), Schools Division Offices (SDO), and selected implementing units shall be charged to their respective funds.
5. Attached is the program of activities, for reference and guidance.
6. For other details, please contact the Cash Division (tel. no. (02) 6337220) c/ o Ms. Melissa B. Boco (email - melissa.boco@deped.gov.ph) or Ms. Liezel A. Ednaco (email - liezel.ednaco@deped.gov.ph). The names of the participants from the RO, SDO and implementing units shall be submitted to the Cash Division not later than October 31, 2024 thru this link bit.ly/DepEdCASHIERS_2024NationalConference.
7. For the information and guidance of all concerned.



ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration



NATIONAL CONFERENCE OF CASHIERS IN THE DEPED CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS

Venue Within Region VIII (Tacloban City)

Date November 19-22, 2024

TENTATIVE PROGRAM OF ACTIVITIES

	Nov 19 (Day 1)	Nov 20 (Day 2)	Nov 21 (Day 3)	Nov 22 (Day 4)	
6:00		Breakfast	Breakfast	Breakfast	
7:00					
8:00		Opening Program / Statement of Purpose	Management of Learning	Management of Learning	
9:00			Civil Service Delivery Excellence Program (Civil Service Commission)	Reporting	
10:00		Online Fidelity Bonding System (Bureau of Treasury)	COA Updates/Latest COA Circulars (Commission on Audit)		Synthesis, Agreements and Closing Program
11:00					
12:00		Lunch	Lunch	Lunch	
1:00					
2:00		Arrival / Registration / Distribution of Training Kits	Counterfeit Detection (Bangko Sentral ng Pilipinas)	Stress Management / Worklife Balance	Departure
3:00					
4:00			WeAccess/ Opening of Pass- Thru Account / Government Purchase Card Program (Landbank of the Philippines)	Workshop: <i>Improving Service Delivery in Cashiering</i>	
5:00					
6:00	Dinner	Dinner	Dinner / Socials		
7:00					

**NATIONAL CONFERENCE OF CASHIERS IN THE DepEd
CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES
AND SELECTED IMPLEMENTING UNITS**

Venue Within Region VIII (Tacloban City)

Date November 19-22, 2024

No. of Slots Per Region

REGION	RO	SDO	Implementing Units	TOTAL
I	1	14	10	25
II	1	9	10	20
III	1	21	10	32
IV-A	1	23	10	34
IV-B	1	7	10	18
V	1	13	10	24
VI	1	20	10	31
VII	1	20	10	31
VIII	1	13	10	24
IX	1	8	10	19
X	1	14	10	25
XI	1	11	10	22
XII	1	8	10	19
CARAGA	1	12	10	23
NCR	1	16	10	27
CAR	1	8	10	19
TOTAL	16	217	160	393