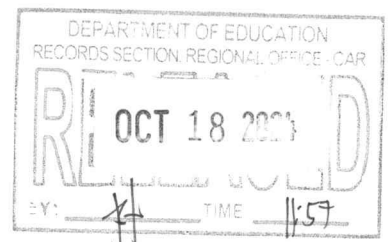




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



17 October 2024

**REGIONAL MEMORANDUM**

No. 742-2024

**DISSEMINATION OF OUA-2024-1007-01 "NATIONAL CONFERENCE OF CASHIERS IN THE DEPED CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS"**

To: Assistant Regional Director  
 All Schools Division Superintendents  
 All Others Concerned

1. Pursuant to Memorandum OUA-2024-1007-01 dated 07 October 2024 from the Undersecretary for Administration, this Office through the ASD Cash Section, disseminates this information on the conduct of 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. In this connection, identified participants for CAR Region (Enclosure 1) shall submit their names to **Ms. Marites A. Calica** (email – marites.calica@deped.gov.ph). The names of the confirmed participants from RO, SDO and Implementing Units shall then be submitted to the Cash Division DepEd Central Office, not later than **October 31, 2024** thru this link ([bit.ly/DepEdCASHIERS\\_2024NationalConference](http://bit.ly/DepEdCASHIERS_2024NationalConference)).

Regional Office	-	1	
SDO's	-	8	
Implementing Units	-	10	(2 participants each from Baguio, Benguet and 1 participant each from other SDO's)

3. Immediate dissemination of and strict compliance with this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV / Regional Director

Incl.:  
 As stated

ASD/MAB/CASH/MAB/cire  
 fn: RM-National Conference of Cashiers (October 16, 2024)



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 – 1318  
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



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Republic of the Philippines  
**Department of Education**

**MEMORANDUM**  
**OUA-2024-1009 - 01**

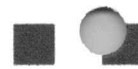
**FOR :** Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerns

**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](mailto:melissa.boco@deped.gov.ph)) or Ms. Liezel A. Ednaco (email - [liezel.ednaco@deped.gov.ph](mailto: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](http://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**

	<b>Nov 19 (Day 1)</b>	<b>Nov 20 (Day 2)</b>	<b>Nov 21 (Day 3)</b>	<b>Nov 22 (Day 4)</b>
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		Counterfeit Detection (Bangko Sentral ng Pilipinas)	Stress Management / Worklife Balance	
3:00	Arrival / Registration / Distribution of Training Kits			Departure
4:00				
5:00		WeAccess/ Opening of Pass- Thru Account / Government Purchase Card Program (Landbank of the Philippines)	Workshop: Improving Service Delivery in Cashiering	
6:00				
7:00	Dinner	Dinner	Dinner / Socials	



**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
<b>TOTAL</b>	<b>16</b>	<b>217</b>	<b>160</b>	<b>393</b>