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BY:

NAME: [Signature]

NOTE:



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

TRAINING PROGRAM PROPOSAL

February 15, 2018

TITLE OF THE TRAINING: : Five (5)-Day Live-in Seminar-Workshop on the Enhancement of Budget Monitoring System (BMS) and Government Accounting and Financial Accounting Reports (GAFR) cum Preparation of Budget Proposals FY 2019 and Orientation on FMOM for Districts and Schools Newly Hired Non-Teaching Personnel (ADAS II and ADAS III)

TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS: 60 newly hired personnel (ADAS II & ADAS III); 12 secondary IU's Senior Bookkeepers; 5 DO Budget & Accounting Officers; 6 working committee (ICT & secretariat); 7 DO personnel

PROPOSED DATE AND VENUE: March 06-11, 2018/Dipolog City

FUNDING SOURCE: FMOM FUNDS

REGISTRATION FEE: NONE

PROPONENT: DO BUDGET OFFICE

I. RATIONALE:

Training and Development (T&D) is defined as the process of providing professional development for the personnel of DepED. The process is aimed at improving competencies and work performance through the provision of a wide variety of opportunities for individual growth in knowledge, attitudes, and skills. It is a personal and professional growth process, which necessarily integrates the goals of the individual professional with the development goals of the school, division and region for better learner outcomes. The ultimate beneficiaries of T&D are the learners whose rights to quality education shall be the system's foremost consideration.

In this instance, budget monitoring and government accounting reports together with budgetary preparations for 2019, and financial management operations manual orientation for newly hired ADAS II and ADAS III are indispensable in serving the stakeholders of the Schools Division of Zamboanga del Norte better.

Hence, the need for the seminar is established. The primary purpose is for the effective and efficient usage of the limited budget of the Division.

II. OBJECTIVES:

1. To enhance the skills of bookkeepers of the secondary implementing units in the budget monitoring system (BMS) FY 2018 data base and online monthly and quarterly reporting thru Unified Reporting System (URS).
2. To prepare the FY 2019 budget proposals for special programs and projects by using the program expenditure method PREXC.
3. Installation of the GAFR data base system to the new secondary school implementing unit (IUs).
4. Walkthrough and simple workshop with the data base system to the Senior Bookkeepers.
5. Financial Management Operations Manual (FMOM) cascading to all newly hired non-teaching employees.
6. Orientation of their respective duties and functions.
7. Discussion on personnel and administrative matters.
8. Explanation of basic systems and procedures on financial process flow.

III. TRAINING CONTENT AND METHODOLOGIES:

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00-9:00 AM	TRAVEL TIME	<i>MOL</i>	<i>MOL</i>	<i>MOL</i>	<i>MOL</i>
9:00-9:30 AM		Session 2:	Session 4:	Session 6:	
9:30-12:00 PM		*Lecture *Activity 3 *Lecture	*Video Presentation *Lecture *Activity 7	*Lecture *Activity	* Action Planning

2.) Casemera Lunjas Co-facilitator: George Ian Espliguerra	*Division Budget Officer *FMOM & Budget Proposal trained facilitator	B.) GAFR. C.) Budget Proposal D.) Duties and Responsibilities of ADAS
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VI. MANAGEMENT STRUCTURE

Office/Staff Designated	Responsibilities	Contact Person
Division Budget Officer	Program Manager	Casemera Lunjas
Division Accountant	Co-Program Manager	Arvie Ompoy
SEPS-HRD	Training Manager	Robert I. Poculan III
Supply Officer/Bac. Sec.	Logistics Officers	Narlyn Mendoza/Wilson Inding
Division Med. Doctor	Welfare Officer	Dr. Sonia Uy
Budget Officer	Finance Officer	Casemera V. Lunjas
SEPS-SMME	M & E Coordinator	Wilson Inding
Invited Facilitators	Trainers	(Accountants and Budget Officers)

VI. RESOURCE PACKAGE/S

- A. Session Manual
- B. Presentation Material
- C. Readings for Participants
- D. Other Support Materials

VII. DETAILED BUDGET REQUIREMENT

Item Number	Description	Amount Needed	Proposed Source/s
1	Board and Lodging of Participants and		

		*Activity 4			* Closing Program
12:00-1:00 PM	Registration & Hotel Check-In	Lunch Break	Lunch Break	Lunch Break	Lunch Break
2:00-6:00 PM	Plenary *Preliminaries *Opening Program	Session 3: *Lecture *Activity 5 *Lecture *Activity 6	Session 5: *Lecture *Activity	Session 7: Workshop	HOMEWARD BOUND
<i>OD</i>	<i>DO Accountant</i>	<i>DO Budget Officer</i>	<i>DO Accountant</i>	<i>DO Budget Officer</i>	<i>DO Accountant</i>

IV. EXPECTED OUTPUTS:

1. Financial Accountability Reports (FARS) EBMS generated
2. Budget Proposals FY 2019
 - BP form A
 - BP form B
 - BP form 100
 - BP form 201
 - BP form 200
 - BP form 205
 - BP form 400
 - List of Retirees
3. Financial Statements GAFR generated

V. LIST OF TRAINERS

Name of Trainer/s	Relevant Qualifications	Topic Assignment
1.) Arvie Ompoy	*Division Accountant *GFAR & FMOM trained facilitator	A.) Financial Accountability;

	Resource Persons (3 meals and 2 snacks for 3 days) inclusive of usage of airconditioned function halls with sound system, projector, projector screen and the like	90pax X P1200 X 5 days = P540,000.00	FMOM Funds
2	Supplies and Materials	90pax X P100 = P9,000.00	FMOM Funds
	TOTAL	Php 549,000.00	FMOM Funds

(Reference: DepED order No. 15 s. 2017 & DepED order No. 2, s. 2018)

Note: Participants' cost on transportation to and from the training venue shall be charged to local funds.


Prepared by:


ROBERT POCULAN III
SEPS HRD


ARVIE OMPOY
Division Accountant III

2/19/18

Approved as to allocation:


CASEMERA V. LUNJAS
Casemera V. Lunjas,
Budget Officer – AO V

2/19/18

Recommending Approval:


HELEN E. TANGON
AO-V, Admin. Services

Approved:


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

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