



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

16 April 2021

DIVISION MEMORANDUM

No. 132, s. 2021

FINANCE, SUPPLY OFFICE AND SCHOOL HEADS COORDINATION MEETING

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
All Public Elementary & Secondary School Heads
Administrative Assistant III and II from Finance Section
All Others Concerned
This Division

1. Pursuant to the Department Order No. 29, s, 2019, Re: **Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program funds of non-implementing units to COA, DBM and Deped joint circular n. 2019-1**, which aims to procedures for the implementation of the provision of the said circular, this office thru the Finance section will conduct a coordination meeting with the School Heads, Supply and Finance personnel on April 22-23, 2021, 8:00 AM-5:00 PM at the Division Office conference room.
2. This activity aims to address issues and concerns encountered during the implementation of the said circular.
3. Participants of this activity are the School Heads, Supply Officer, Canvasser, purchaser, bookkeepers involved on the implementation process (*please see attached activity matrix for your reference*).
4. Moreover strict compliance to the health protocol specified by the Inter Agency task Force (IATF) and the directive set by the Local Government Unit (LGU) must be observed such as wearing of face mask and face shield and observe physical distancing.
5. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity or political affiliation.

OSDS/MBJ



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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6. For information, guidance and compliance.

OLGA C. ALONSABE, Ph.D., CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: Activity Matrix
Reference: Deped Order No. 29, s 2019

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

Coordination Meeting

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Enclosure No. 1 Activity Matrix

PROGRAMME

April 22, 2021

Morning Session

- | | |
|-----------------|--|
| 8:00am-8:15am | Program Registration |
| 8:15am-8:45am | Opening Prayer
Message - <i>Olga C. Alonsabe</i> |
| 8:45am-10:30am | Revised Procurement Process with Timelines
& Updates on Newly issued Guidelines
- <i>Maricel B. Jangao</i> |
| 10:30am-11:00am | Online Tracking of Documents
- <i>Mary Rose P. Cortez</i> |
| 11:00am-12:00am | Open Forum |

~Lunch Break~

Afternoon Session

- | | |
|---------------|--|
| 1:00pm-1:15pm | Program Registration |
| 1:15pm-1:45pm | Opening Prayer
Message - <i>Alicia E. Anghay</i> |
| 1:45pm-3:30pm | Revised Procurement Process with Timelines
& Updates on Newly issued Guidelines
- <i>Maricel B. Jangao</i> |
| 3:30pm-4:00pm | Online Tracking of Documents
- <i>Mary Rose P. Cortez</i> |
| 4:00pm-5:00pm | Open Forum |

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PROGRAMME

April 23, 2021

Morning Session

- | | |
|-----------------|---|
| 8:00am-8:15am | Program Registration |
| 8:15am-8:45am | Opening Prayer
Message - <i>Rolly B. Labis</i> |
| 8:45am-10:30am | Revised Procurement Process with Timelines
& Updates on Newly issued Guidelines
- <i>Maricel B. Janga</i> |
| 10:30am-11:00am | Online Tracking of Documents
- <i>Mary Rose P. Cortez</i> |
| 11:00am-12:00am | Open Forum |

~Lunch Break~

Afternoon Session

- | | |
|---------------|---|
| 1:00pm-1:15pm | Program Registration |
| 1:15pm-1:45pm | Opening Prayer
Message - <i>Ninian A. Alcasid</i> |
| 1:45pm-3:30pm | Revised Procurement Process with Timelines
& Updates on Newly issued Guidelines
- <i>Maricel B. Janga</i> |
| 3:30pm-4:00pm | Online Tracking of Documents
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April 22, 2021 - Morning Session

Name of ADAS III/II	Names of Schools Handled	Name of School Head
KEMBERLY D. OCO	BOLISONG ES	MA. LOU LEA C. NOB
	HINIGDAAN ES	JESSICA MARIE B. RAMOS
	SAMBULAWAN ES	SAMMY S. TRES REYES
LEARETH P. SALVA	MOLUGAN CS	LINA C. BEJIGA
	TAYTAY ES	JACKELINE L. OCON
ALSAMEL JANE B. PAISANO	EL SALVADOR CITY CS	MARIEL B. UBAUB

April 22, 2021 - Afternoon Session

Name of ADAS III/II	Names of Schools Handled	Name of School Head
RUBY FLOR M. SINCO	KIBONBON - ES	JOVEL C. LABIS
	PEDRO SA BACULIO - ES	ROGER E. PAGAYON
	ULALIMAN - ES	LETECIA O. PAGAYON
MARJORIE T. RAS	HINIGDAAN NHS - JHS & SHS	RICHARD A. SABELLANO
	HIMAYA ES	ROSEMARIE U. SAGUING
CARLOS D. ACERO	HIMAYA NHS - JHS	RIGALAD M. PABOLOLOT

April 23, 2021 - Morning Session

Name of ADAS III/II	Names of Schools Handled	Name of School Head
ROTHELLEE L. SABURNIDO	SAN FRANCISCO DE ASIS ES	ZIGGER E. VILLAHERMOSA
	SAN FRANCISCO DE ASIS NHS	SALVADOR T. BENDIJO II
	SINALOC NHS	CHUCHIE A. QUIRING
MARILOU B. PAGLINAWAN	COGON NHS - JHS & SHS	MARIVIC S. TORRES
CLARK AIRON G. UNSON	MOLUGAN NHS - JHS & SHS	SONIA E. PAGAPULAAN

April 23, 2021 - Afternoon Session

Name of ADAS III/II	Names of Schools Handled	Name of School Head
DIANNE L. SUGUILON	COGON ES	HELEN S. PALASAN
	KALABAYLABAY ES	MELANIE M. LIGUTOM
	EL SALVADOR CITY NHS	REBECCA B. NAMOC/DOREEN P. MARTINEZ
RICCA STEPHANIE E. OCO	AMOROS ES	IAN KHAY H. CASTRO
	SINALOC ES	ANALYN G. FABRIA
	SAMBULAWAN NHS	RAPHY B. BUMA-AT

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