



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region V (Bicol)  
**DIVISION OF CATANDUANES**  
*Virac, Catanduanes*



January 28, 2015

DIVISION MEMORANDUM  
 No. 16 s., 2015

RECORDS SECTION  
 DIVISION OFFICE OF CATANDUANES  
 JAN 29 3:10 PM 2015

**DIVISION CLUSTERED RE-ORIENTATION AND TRAINING-WORKSHOP ON FINANCIAL MANAGEMENT  
 & SCHOOL-BASED PLANNING**

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 ELEMENTARY SCHOOL HEADS & FINANCE OFFICERS  
 SCHOOL HEADS AND FINANCE OFFICER OF NATIONAL HIGH SCHOOLS  
 SENIOR BOOKKEEPERS OF SCHOOL DIVISION OFFICE**

1. In line with the objective of improving Financial Management Process in schools, a Division Re-Orientation and Training-Workshop on Financial Management & School-based Planning will be held in Two (2) Clusters on February 5 and 6, 2015 at Schools Division Office Hall C;

2. The clustered participants for this training-workshop are the following:

- Elementary School Heads and Finance Officers
- School Head and Finance Officer of National High Schools
- Senior Bookkeepers of School Division Office

3. The following are the clustering schedule:

- Cluster 1 (February 5, 2015): Elementary & National High Schools in

1. Pandan	- 34
2. Caramoran	- 33
3. Bagamanoc	- 24
4. Viga	- 33
5. Panganiban	- 21
6. Gigmoto	- 16
7. Baras	- 24
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- Cluster 2 (February 6, 2015): Elementary & National High Schools in

1. San Miguel	- 32
2. Bato	- 26
3. Virac	- 84
4. San Andres	- 52
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Senior Bookkeepers shall likewise attend the scheduled training for 2 days.

4. A registration fee of Two Hundred Fifty pesos (P250.00) shall be deducted from School MOOE to cover 2 snacks and 1 lunch. Actual amount for transportation expenses are chargeable against school funds subject to usual accounting and auditing rules and regulations.

5. Compliance to this Memorandum is hereby desired.

*JL*  
**JOSE L. DONCILLO, CESO VI**  
 Schools Division superintendent

To be indicated in the Perpetual Index under the following subjects:  
 Training School Heads Workshop