



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 13, 2024

REGION MEMORANDUM
AD-2024-026

2nd MIDYEAR MEETING OF REGIONAL AND DIVISION CASHIERS

To: Schools Division Superintendents
Administrative Division-Cash Section
All Others Concerned

1. To be updated with the latest system on government cash management by the oversight agencies and to address issues during the integration process towards an efficient disbursement transaction in the region and division offices, the Administrative Division-Cash Section shall **convene all cashiers of the region and division offices on June 24, 2024**, at 8:00 o'clock in the morning in Koronadal City. The venue shall be announced later through a separate issuance.
2. The focus of the midyear meeting shall achieve the following objectives:
 - a. Discuss Treasury Circular No. 4-2024 dated May 15, 2024.
 - b. Identify the updated reportorial requirements from the Commission on Audit;
 - c. Review cash processes for continuous improvement.
3. Enjoined to attend the meeting from the regional office are all the staff of AD-Cash Section, CAO and SAO of Administrative Division and CAO, SAO, AO V and Chief Accountant of Finance Division and the AO-IV- Cashiers from the division offices. Resource speakers shall be invited from the Bureau of Treasury Regional Office XII and the Commission on Audit, Regional Office XII.
4. Meals, snacks and other incidental expenses shall be charged against the 2024 Regional Office MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached are the following for reference:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Program of activities.
6. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated
Reference: AD-Cash OM
To be indicated in the Perpetual Index under the subject
CASH MEETING

MGR/AD-C/RM/SECOND REGION AND DIVISION CASHIERS MIDYEAR MEETING/001/June 13, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 228825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



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Enclosure 1 to Region Memorandum AD-2024-026

LIST OF PARTICIPANTS

No.	Name	Designation/Division
1	CARMELITA RULONA PEREZ	Cashier II/Kidapawan City
2	LIZA DELUNA	Cashier II/Tacurong City
3	MILAGROS SOTELO	Cashier II/Koronadal City
4	LIZA ROMALLONA	Cashier II/Sultan Kudarat
5	ELSA NUFUAR RAQUEL	Cashier II/Cotabato Province
6	IRENE PALER	Cashier II/General Santos
7	LEONILA TABARANZA	Cashier II/Sarangani Province
8	JOSIE CABALQUINTO	Cashier II/South Cotabato
9	KATHRINE H. LOTILLA	Chief Administrative Officer-OIC Office of the Assistant Regional Director
10	JOSEPH RUSSEL M. FARNAZO	Supervising Administrative Officer OIC Administrative Division
11	LYDIA G. INITAN	Cashier III/Regional Office
12	MARISSA G. ROSAL	Cashier I/Regional Office
13	EDWIN T. MONTILLA	ADAS III/Regional Office
14	MARIEL M. LLANDINO	ADA VI/Regional Office
15	MARIA LOURDES A. SANCHES	Chief Administrative Officer/RO-FD
16	MA JEANETTE N. DELIMA	Supervising Admin. Officer/RO-FD
17	NOREN GRACE G. LAGUTING	AO V/ FINANCE DIVISION
18	CHERYL P. VILLA	Chief Accountant Finance Division
19	RESOURCE SPEAKER	BUREAU OF THE TREASURY
20	RESOURCE SPEAKER	COMMISSION ON AUDIT



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Enclosure 2 to Region Memorandum AD-2024-026

INDICATIVE SCHEDULE OF ACTIVITIES

Time	Activity	Person Responsible
8:00-8:15 AM	Registration	All participants
8:16-9:20 AM	Preliminaries: Government Employees Prayer Recitation of DepEd's Quality Policy Attendance Check Welcome Remarks Message Overview and statement of Purpose	Secretariat Kathrine H. Lotilla OIC-OARD Carlito D. Rocafort Director IV Marissa G. Rosal AO I - Cash Section
9:21-11:30AM	Bureau Of Treasury Updates	Speaker From BTr RO XII
11:30-12:00 AM	Open Forum	Marissa Rosal, AO I
12:01-1:00 PM	Lunch Break	
1:00-2:00PM	COA Updates	Speaker from COA RO XII
2:00-3:00PM	Open Forum	Lydia G. Initan, AO V Cash Section
3:00-3:30PM	COA Reports	Maria Lourdes A. Sanches, CAO Maria Jeanette N. Delima, SAO Noren Grace Laguting, AO V Cheryl P. Villa, Chief Accountant RO XII Finance Division
3:30-4:00 PM	Open Forum	Mariel Llandino, ADA VI Cash Section
4:00-4:30PM	Giving of Certificates of Appreciation to the Speakers	Joseph Russel M. Farnazo OIC-Administrative Division Lydia G. Initan AO V-Cash Section
4:30-4:45 PM	Planning, Agreement and Next Steps	Marissa G. Rosal AO I, Cash Section
4:45-5:00 PM	Closing Remarks	Joseph Russel M. Farnazo, SAO OIC-Administrative Division