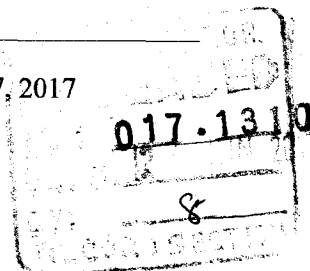




Republic of the Philippines
Region XVIII, Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



June 27, 2017



TRAVEL ORDER TO :

ALICIA M. SAGOLILI
AO IV

Please be informed of your attendance to the Installation of the Cash Disbursements and Receipts Program in the Regional Offices on July 3-4, 2017 at Ecotech, Cebu City.

Expenses for board and lodging will be charged to OSEC Funds while travelling expenses shall be charged against Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Assistant Regional Director *KS*
Concurrent Schools Division Superintendent

6/27/17

Alice



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



TRAVEL ORDER

RELEASED

CONTROL NO. 1867

RELEASED BY: [Signature]

DATE RELEASED: 6/20/17

TO:	(name of personnel) ALICIA M. SAGOLILI CORAZON C. PUNAY
OFFICE/STATION:	DEPED-NIR
NATURE OF TRAVEL:	Official Business
FUND SOURCE:	MOOE-CURRENT(NIR)
INCLUSIVE DATE OF TRAVEL:	July 3-5, 2017
DESTINATION:	Ecotech, CEBU CITY
PURPOSE:	To attend the Installation of the Cash Disbursements and Receipts Program in the Regional Offices

APPROVED:


GILBERT T. SADSAD
Director III
Officer-In-Charge

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com

FB: [facebook.com/depednir](https://www.facebook.com/depednir) / WEB: depednir.weebly.com



Republic of the Philippines
Department of Education

13 June 2017

MEMORANDUM :

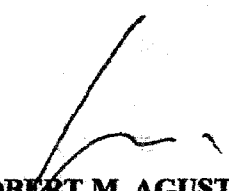
**THE REGIONAL DIRECTOR
REGIONS I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X,
XI, XII, NIR, NCR, CAR, CARAGA**

This refers to the Installation of the Cash Disbursement and Receipts Database System in the Regional Offices. The Cash Division will be conducting a Coordination Meeting / Orientation with the concerned officials/employees of the Regional Offices, namely one (1) Cashier, one (1) Accountant and one (1) ICT staff, scheduled on July 3-5, 2017, at the ECOTECH Center, Lahug, Cebu City.

In this connection, may we request the submission of the list of the concerned staff from your Region who will attend in the coordination meeting/orientation on or before June 23, 2017. Please submit the requested list to the Cash Division, DepED Central Office through fax number (02) 633-7220 or email sonia.deleon@deped.gov.ph.

Attached is the tentative program of activities for this activity, for reference. Expenses for board and lodging shall be charged to OSEC funds while travel expenses of participants from the regional offices shall be charged to local funds.

Thank you.


ROBERT M. AGUSTIN
Director IV, Administrative Service

Name of Program:

INSTALLATION OF THE CASH DISBURSEMENTS AND RECEIPTS PROGRAM IN THE REGIONAL OFFICES

Activity 1:

COORDINATION MEETING / ORIENTATION FOR CASHIERS, ACCOUNTANTS AND ICT STAFF OF THE REGIONAL OFFICES

Date : July 3-5, 2017

Venue : ECOTECH Center, Lahug, Cebu City

	Day 0 (July 3)	Day 1 (July 4)	Day 2 (July 5)
6:30		Breakfast	Breakfast
7:00			
8:00		Registration	Simulation of Receipts Issuance and Generation of Reports
9:00		Opening Program/ Statement of Purpose	
		Overview of the Cash Disbursement and Receipts Database System	Open Forum
10:00			
11:00		LDDAP/ADA Processing and Check Processing	Agreements / Scheduling of Installation in the Regional Offices
12:00			Closing Program
		Lunch	Lunch
1:00			
2:00	Arrival	Receipts Issuance; Generation of Reports	Departure
3:00			
4:00		Open Forum	
5:00		Simulation of LDDAP/ADA and Check Processing	
6:00			
7:00			
	Dinner	Dinner	