



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

April 10, 2025

DIVISION MEMORANDUM


No. 204, s. 2025

**REGIONAL TRAINING COURSE OFFERING FOR AGENCY PERSONNEL
FOR CY 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Unit Heads
All Others Concerned

1. Attached is the Regional Memorandum No. 297 s. 2025 dated March 12, 2025 and a letter from Atty. Felix M. Basallaje, Jr., Director IV, of the COA Regional Office VIII, announcing the Course Offerings for CY 2025 for Agency Personnel.
2. The training fees and traveling expenses shall be charged against the participants' respective local funds, subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum are desired.




MARGARITO A. CADAYONA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 12, 2025

REGIONAL MEMORANDUM

No. **297** s.2025

**REGIONAL TRAINING COURSE OFFERINGS FOR AGENCY PERSONNEL
FOR CY 2025**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a letter from Atty. Felix M. Basallaje, Jr., Director IV, of the COA Regional Office VIII, announcing the Course Offerings for CY 2025 for Agency Personnel.
2. The training fees and traveling expenses shall be charged against the participants' respective local funds, subject to the usual accounting and auditing rules and regulations.
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EVELYN R. FETALVERO, CESO III
Regional Director

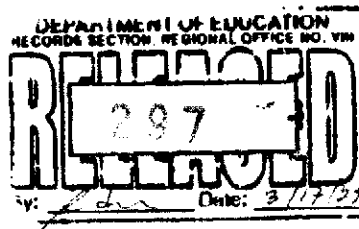
Enclosures: As stated

References: As stated

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

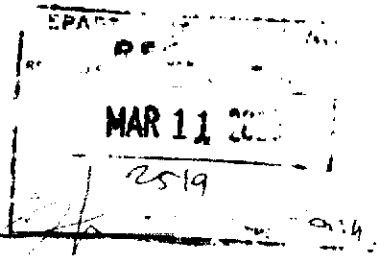
AGENCY PERSONNEL
COURSE OFFERINGS
REGIONAL TRAININGS

HRDD-MGT





Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. VIII
Leyte Government Center, Candahug, Palo, Leyte
Email Address



March 4, 2025

EVELYN R. FETALVERO, CESO III
Regional Director
Department of Education
Regional Office No. VIII
Government Center, Candahug, Palo, Leyte

MAR 11 2025

MAR 11 2025

Dear Dir. Fetalvero:

Greetings!

We are pleased to provide you with a copy of our **Course Offerings for CY 2025** for Agency Personnel.

You may nominate your personnel to any of the courses/seminars based on the specific target participants using the *Nomination Form (For Agency Personnel)* Annex 2, guided by the *Nomination Procedures and Guidelines* at the back of the form.

Kindly submit your nominations at least two (2) weeks prior to the scheduled course/seminar via the online nomination form for each course, as listed below:

TITLE OF SEMINAR/TRAINING	LINK TO ONLINE NOMINATION FORM
Laws and Regulations on Government Expenditures (LARGE)	
Cash Management and Control System (CMCS)	
Property and Supply Management System (PSMS)	
Disposal of Government Properties (DGP)	
COA Policies Supporting Government Digitalization	
One-Time Cleansing of Property, Plant, and Equipment (PPE) Account Balances	
Rules and Regulations on Settlement of Accounts (RRSA) and the Revised Rules of Procedures of COA (RRPC)	
Barangay Financial Management (BFM)	
Handbook on the Financial Transactions of the Sangguniang Kabataan (HF-TSK)	

Please take note that nominations will be accepted on a "first come, first served" basis. A confirmation letter will be emailed to the requesting agency indicating the names of the participants. Nominees must not proceed to the venue without the confirmation notice from the Administration, Training and Finance Division (ATFD), this Commission, this Region.

Thank you, and we look forward to the opportunity to meet the training needs of your personnel

Very truly yours,

CITY FELIX M. BASALLAJE, JR.

Director IV
Regional Director

MAR 11 2025



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VIII
 Government Center, Cindalag, Palo, Leyte

RTU Form No. Rev. March 2025	NOMINATION FORM (For Agency Personnel)	Date Filed:
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Course Title:

Date Covered:

WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:

NAME	NICKNAME	POSITION	REMARKS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Head of Office Agency:

Signature over Printed Name

Designation

Office Agency & Address:

Tel. Nos.:

Email:

Please use one (1) Nomination Form per course/seminar.

FOR RTS USE ONLY
 (Action on Nomination)

NOMINATIONS:

☐ CONFIRMED☐ NOT CONFIRMED

SEMINAR:

☐ CANCELLED☐ DEFERRED, NEW DATE

Note:

In nominating participants to this training/seminar, you are encouraged to adhere to the principle of providing equal opportunity for all deserving personnel. Discrimination on account of gender identity, sexual orientation, disabilities, religion, and/or group membership should not be exercised.



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VIII
 Government Center, Candahug, Palo, Leyte

REGIONAL TRAINING PLAN / SCHEDULE OF COURSE OFFERINGS
for AGENCY PERSONNEL
CY 2025

DURATION	BATCH NO.	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
1. Barangay Financial Management (BFM)				
June 9 - 11	Batch 1	In-person	Barangay Government Officials (Barangay Chairperson, Barangay Treasurer and Chairperson – Committee on Appropriations)	P 6,000.00
July 22 - 24	Batch 2			
August 18 - 20	Batch 3			
2. Cash Management and Control System (CMCS)				
July 1 - 3	Batch 1	In-person	Cashiers, Regular and Special Collecting/Disbursing Officers, and Petty Cash Custodians	P 6,000.00
3. COA Policies Supporting Government Digitalization				
August 4 - 5	Batch 1	In-person	Cashiers, Regular and Special Collecting/ Disbursing Officers; and personnel involved in the processing of claims, disbursements including certifying and approving officers	P 4,000.00
4. Disposal of Government Properties (DGP)				
July 8 - 10	Batch 1	In-person	Members of the Appraisal and Disposal Committee, Accounting Personnel, and Property Custodians	P 6,000.00
September 16 -18	Batch 2			
5. Handbook on the Financial Transactions of the Sangguniang Kabataan (HFTSK)				
May 19 - 22	Batch 1	In-person	Sangguniang Kabataan Officials (SK Chairperson, SK Treasurer, and SK Budget Monitoring Officer)	P 8,000.00
May 26 - 29	Batch 2			
June 23 - 26	Batch 3			



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VIII
 Government Center, Candahug, Palo, Leyte

REGIONAL TRAINING PLAN / SCHEDULE OF COURSE OFFERINGS
for AGENCY PERSONNEL
CY 2025

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May 26 - 29	Batch 2			
June 23 - 26	Batch 3			

NOMINATION PROCEDURES AND GUIDELINES

1. Nominees shall be properly screened by their Head of Agency/Office as to their actual training needs and by reason of their present duties, and in accordance with the specified target participants indicated in the attached training schedule.
2. Participants shall be nominated by the Agency Head or an authorized representative, using the prescribed Nomination Form (*Annex 2*).
3. The Focal Person of the Agency shall submit the approved *Nomination Form* (*Annex 2*) on behalf of the nominee/s through the link listed below:

TITLE OF SEMINAR/TRAINING	LINK TO ONLINE NOMINATION FORM
Laws and Regulations on Government Expenditures (LARGE)	https://bit.ly/4H6dpRC
Cash Management and Control System (CMCS)	https://bit.ly/5QFnhXX
Property and Supply Management System (PSMS)	https://bit.ly/4buVJhi
Disposal of Government Properties (DGP)	https://bit.ly/41CoENg
COA Policies Supporting Government Digitalization	https://bit.ly/4h7BJCw
One-Time Cleansing of Property, Plant, and Equipment (PPE) Account Balances	https://bit.ly/4h5Gley
Rules and Regulations on Settlement of Accounts (RRSA) and the Revised Rules of Procedures of COA (RRPC)	https://bit.ly/3Xqnsu2
Barangay Financial Management (BFM)	https://bit.ly/3F4mcGB
Handbook on the Financial Transactions of the Sangguniang Kabataan (HFTSK)	https://bit.ly/43t5egX

4. Nominations must be submitted at least two (2) weeks before the scheduled course/seminar.
5. Acceptance of nominations shall be on a "*first-come, first-served*" basis.
6. **Nominees shall wait for a confirmation letter** from the Administration, Training and Finance Division (ATFD) of this Commission, this Region. Only confirmed nominees can attend the course/seminar. ATFD reserves the right to refuse walk-in/unconfirmed participants on the basis of class size, which is forty (40).
7. Confirmed nominees shall be in their office uniform, if any, or be in proper attire.
8. Nominees may follow up on the status of their nomination by sending an email to coaro8.nominations@gmail.com.

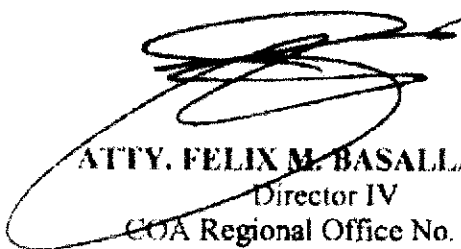
DURATION	BATCH NO.	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
6. Laws and Regulations on Government Expenditures (LARGE)				
April 21 - 24	Batch 1	In-person	Personnel involved in the procurement of properties, supplies, and services; processing of claims/ disbursements including certifying and approving officers in the National and Corporate Government Agencies	P 8,000.00
June 16 - 19	Batch 2			
July 14 - 17	Batch 3		Personnel involved in the procurement of properties, supplies, and services; processing of claims/ disbursements including certifying and approving officers in the Local Government Agencies	
7. One-Time Cleansing of Property, Plant, and Equipment (PPE) Account Balances*				
September 9	Batch 1	In-person	Personnel assigned at the Accounting and Property Supply and Management Section/ Services/Division/Offices in government agencies (preferably those who have attended the Seminar on Disposal of Government Properties)	P 2,000.00
October 2	Batch 2			
8. Property and Supply Management System (PSMS)				
July 29 - 31	Batch 1	In-person	Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in managing the agency's office supplies and properties	P 6,000.00

9. Rules and Regulations on Settlement of Accounts (RRSA) and the Revised Rules of Procedures of COA (RRPC)

August 27 - 28	Batch 1	In-person	Personnel involved in the processing of claims, disbursements including certifying and approving officers	P 4,000.00
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*Subject for availability of Resource Person/s with ToT

Recommending Approval:


ATTY. FELIX M. BASALLAJE, JR.
Director IV
COA Regional Office No. VIII


MARY JOYCE G. ERUMA
Director IV of
Professional Development Office

Approved by:


ATTY. LITO Q. MARTIN
Assistant Commissioner
Professional and Institutional Development Sector