



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **COMMISSION ON AUDIT REGIONAL OFFICE NO. IV-B COURSE OFFERINGS FOR AGENCY PERSONNEL**

DATE: May 28, 2024

1. Attached is a letter from Ms. Mary Angelique N. Mingi, State Auditor II and OIC-Audit Team Leader, regarding the **Course Offerings for Agency Personnel of the Commission on Audit (COA) Regional Office No. IV-B**, for information of all concerned.
2. The list of available training programs can be found on the schedule of course offerings for agency personnel of the attached enclosure. Registration must be made at least one month before the scheduled conduct of the training.
3. All nominees, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity shall be given equal opportunity to attend the abovementioned L&D programs to enhance their competencies.
4. For more information and clarifications, please contact Mr. Al Adrian G. Dazo, Administrative Officer IV through telephone number 227-3417 or through e-mail coa4b.agencytrainings2024@gmail.com using the subject line "QUERIES_[Title of Training]_[Training Date]_[Agency Name]."
5. Immediate dissemination of this Memorandum is highly desired.

/SGOD-HRD-KDA

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REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Department of Education
Schools Division Office of Marinduque
Boac, Marinduque

DEPARTMENT OF EDUCATION
SDO Marinduque
RECORDS - SECTION

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Office of the Auditor – R4B - NGAS 5 Team-03

May 8, 2024

Lynn G. Mendoza, EdD
OIC-Schools Division Superintendent
Department of Education
Schools Division Office of Marinduque
Boac, Marinduque

Attention: Mr. John Dhelter P. Pastrana
Accountant III

Dear Superintendent Mendoza:

We are pleased to inform you that the Commission on Audit (COA), Regional Office No. IV-B is offering seminars for agency personnel. For your reference, attached herewith are the Schedule of Course Offerings for Agency Personnel as well as Registration Procedures and Guidelines.

Please refer to Item 11 of the Registration Procedures and Guidelines for any queries regarding the nomination and confirmation process.

Thank you.

Very truly yours,


MARY ANGELIQUE N. MINGI
State Auditor II
OIC-Audit Team Leader



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-B (MIMAROPA)
 Commonwealth Ave., Constitution Hills, Quezon City
 e-mail address: coa4btraining@gmail.com

SCHEDULE OF COURSE OFFERINGS
For AGENCY PERSONNEL
CY 2024

DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
Training on the Handbook for the Financial Transactions of the Sangguniang Kabataan (HFTSK)				
# of days : 4 days				
July 1-4	Batch 1	In-person	Exclusive for the Sangguniang Kabataan Federation of Palawan Province	Php8,000.00
July 2-5	Batch 2			
July 8-11	Batch 3			
	Batch 4			
July 9-12	Batch 5			
July 15-18	Batch 6			
July 16-19	Batch 7			
July 22-25	Batch 8			
July 23-26	Batch 9			
Seminar on Accounting for Non-Accountants (ANACs)				
# of days : 2 days				
July 29- August 1	Batch 1	In-person	Personnel assigned at the accounting and budgeting offices	Php8,000.00
Orientation on One-Time Cleansing of Property, Plant, and Equipment (PPE) Account Balances				
# of days : 1 day				
August 7	Batch 1	In-person	Personnel assigned at the accounting and property offices	Php2,000.00
Seminar on Internal Control Standards for the Philippine Public Sector (ICSPPS)				
# of days : 3 days				
August 13-15	Batch 1	In-person	Division/Service/Section Chiefs, Internal Auditors and other personnel-in-charge of financial and property management	Php6,000.00
Seminar on Laws and Regulations on Government Expenditures (LARGE)				
# of days : 4 days				
September 2-5	Batch 1	In-person	Personnel involved in the processing of claims, disbursements including certifying and approving officers	Php8,000.00
Seminar on Property and Supply Management System (PSMS)				
# of days : 4 days				
September 23-26	Batch 1	In-person	Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in managing the agency's office supplies and properties	Php8,000.00

DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
Seminar on Cash Management and Control System (CMCS)				
<small># of days : 3 days</small>	Batch 1	In-person	Cashiers, Regular and Special Collecting/Disbursing Officers, and Petty Cash Custodians	Php6,000.00
October 8-10				
Seminar on Rules and Regulations on Settlement of Accounts and Revised Rules of Procedures of the Commission on Audit (RRSA and RRPC)				
<small># of days : 2 days</small>	Batch 1	In-person	Personnel involved in the processing of claims, and disbursements, including certifying and approving officers	Php4,000.00
October 16-17				
Seminar on the Appraisal and Disposal of Government Properties (ADGP)				
<small># of days : 3 days</small>	Batch 1	In-person	Members of Appraisal and Disposal Committee, accounting personnel and Property Custodian	Php6,000.00
October 28-30				



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-B (MIMAROPA)
Commonwealth Ave., Constitution Hills, Quezon City
Telephone Nos. : 931-9304; 951-1346; 277-3417

REGIONAL TRAINING UNIT

REGULAR TRAINING PROGRAMS FOR AGENCY PERSONNEL

Registration Procedures and Guidelines:

1. All nominations to the seminars offered by this office shall 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 shall not be exercised.

2. The list of available training programs can be found on the Schedule of Course Offerings for Agency Personnel.

3. The Focal Person of the Agency must register on behalf of the nominees thru the Training Registration Form for each seminar and upload the following documents:

a. Nomination Form.

Participants must be nominated by the Agency Head or the authorized representative, using the prescribed Nomination Form. The signed nomination form will be uploaded in the Training Registration Form (TRF). *The link for the nomination form can be found at the end of this document.*

b. Participants' Profile.

The profiles of the participants must be provided in complete detail in the Training Registration Form (TRF). *The link to the TRF per seminar is provided at the end of this document.*

4. Only the registrations done thru the Training Registration Form (TRF) of each seminar will be processed. Nominations sent via email will not be processed.

5. Registration must be made at least one (1) month before the scheduled conduct of training. Registration done beyond the lead time will no longer be accommodated.

6. Acceptance of nominees shall be on a first-come-first-served basis and shall depend on the availability of slots. The number of nominees per Agency shall be limited to a maximum of five (5).

A. Venue: All Non-Exclusive seminars shall be held at Training Room 1, COA Regional Office No. IV-B, COA Compound, Commonwealth Avenue, Quezon City.

Due to the limited capacity of the Training venue, the participants of each seminar shall be limited to 40 to 50 participants only.

8. A confirmation letter shall be sent to the Agency's Focal Person a few weeks before the start of the seminar. The Confirmation Letter shall contain the following information:

- a. List of approved nominees from each agency
- b. Details on the venue of the seminar.
- c. Payment details.
- d. Other seminar details

9. Please be advised that only those nominees who are approved and are included in the confirmation letter can proceed to attend the training. COA IV-B RTU shall not entertain unconfirmed participants.

11. For any queries regarding the nomination and confirmation process, you may contact Mr. **AL ADRIAN G. DAZO**, Administrative Officer IV, thru telephone number 227-3417 or thru email: coa4b.agencytrainings2024@gmail.com

Use this format:

Subject: "QUERIES_[Title of Training]_[Training Date]_[Agency Name]."

Link for the Nomination Form:

https://docs.google.com/document/d/1m7ZlwoZK4TFv_jOe5Gm8vDvcLpMtb3X2/edit?usp=sharing&oid=102130888528197991838&rtpof=true&sd=true

Links for the Training Registration Form (TRF) per seminar:

1. **ACCOUNTING FOR NON-ACCOUNTANTS:**
<https://forms.gle/HqXbXfNuhDUfSgkj9>
2. **APPRAISAL AND DISPOSAL OF GOVERNMENT PROPERTIES:**
<https://forms.gle/tWVcxv1CSySAXECP7>
3. **CASH MANAGEMENT AND COLLECTION SYSTEM:**
<https://forms.gle/UN4FZa1igfgzCfrb9>
4. **INTERNAL CONTROL STANDARDS OF THE PHILIPPINE PUBLIC SECTOR:**
<https://forms.gle/f2EKTckYXKPd6fBZ9>
5. **LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES:**
<https://forms.gle/ChKqjFFongBkZHUq9>
6. **ONE TIME CLEANSING SEMINAR:**
<https://forms.gle/gwU7c2uwRV8vHLav7>
7. **PROPERTY AND SUPPLY MANAGEMENT SYSTEM**
<https://forms.gle/HuMYdKxgVj83vY4y9>
8. **RRSA & RRPC**
<https://forms.gle/EDQcGRU1rih5cfYj6>