



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS - 2025 - 110


TO : **KASHMER M. BATIN**
ROWENA F. REMOLADOR

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : COA Policies Supporting Government Digitalization Seminar

DATE : May 28-29, 2025

1. The Commission on Audit, Regional Office No. VII will have its COA Policies Supporting Government Digitalization Seminar to be held on May 28-29, 2025, at the 2nd Floor Multi-purpose Hall, COA Regional Office No. VII, Cebu City.
2. The two-day seminar offers topics on e-collections, digital payments, and electronic documents, as well as training and capacity building initiatives to prepare government personnel for digital roles.
3. Attendance to this activity shall be on **Official Business**. Expenses related to the said activity shall be charged to School MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
4. For more information please see attached communication from COA Region VII.
5. For your guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ACCTG/MTS/mts



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VII

M.J Cuenco Avenue, Corner V. Sotto Street, 6000 Cebu City

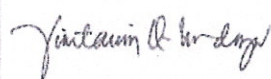
REGIONAL TRAINING PLAN / SCHEDULE OF COURSE OFFERINGS
for AGENCY PERSONNEL
CY 2025

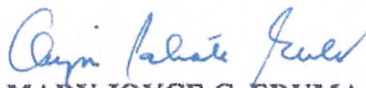
DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
October 22-24	Cash Management and Control System	In-person	Cashiers, Regular and Special Collecting/ Disbursing Officers, and Petty Cash Custodians	₱ 6,000
May 28-29	COA Policies Supporting Government Digitalization	In-person	Cashiers, Regular and Special Collecting/ Disbursing Officers, and personnel involved in the processing of claims and disbursements including certifying and approving officers	₱ 4,000
July 29-31	Batch 1	In-person	Members of the Appraisal and Disposal Committee, accounting personnel, and Property Custodian	₱ 6,000
September 23-25	Batch 2 Disposal of Government Properties			
November 18-20	Batch 3			
July 15-18	Laws and Regulations on Government Expenditures	In-person	Personnel involved in the processing of claims and disbursements including certifying and approving officers	₱ 8,000
June 30	One-time Cleansing of Property, Plant, and Equipment Account Balances	In-person	Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in managing the agency's office supplies and properties in the National/Corporate Government Agencies	₱ 2,000
October 21-23	Batch 1 Property and Supply Management System	In-person		₱ 6,000
November 4-6	Batch 2			



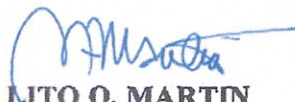
DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
April 21-24	Batch 1 Training on the Handbook on the	In-person	SK Chairperson, SK Treasurer, and Budget Monitoring Officer	P 8,000
May 26-29	Batch 2 Financial Transactions of Sangguniang			
June 17-20	Batch 3 Kabataan			

Recommending Approval:


COA Signed
2024-02-12
12:06:51
VISITACION Q. MENDOZA
 Director IV
 COA Regional Office No. VII


MARY JOYCE G. ERUMA
 Director IV
 Professional Development Office

Approved by:


LITO Q. MARTIN
 Assistant Commissioner
 Professional and Institutional Development Sector


 VQM/EPC/CEPS/sd



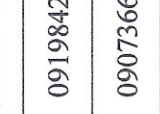
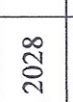
NOMINATION PROCEDURES AND GUIDELINES

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/3QFnHXX
Property and Supply Management System (PSMS)	https://bit.ly/4buVJhl
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/4h5GIJny
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/43I5egX

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.

NOMINATION FORM

Course Title: COA Policies Supporting Government Digitalization Seminar		Date Filed: May 15, 2025				
Date Covered: May 28-29, 2025						
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:						
NAME	POSITION	PRC License Card No. (if available)	EXPIRY DATE	TEL./CP NOS.	INDIVIDUAL EMAIL ADDRESS	SIGNATURE
1. KASHMER M. BATIN	ADAS III – SENIOR BOOKKEEPER	None	N/A	09198426281	kambatin75@gmail.com	
2. ROWENA F. REMOLADOR	ADAS II - DISBURSING OFFICER	1784361	Feb. 4, 2028	09073667262	rowenaremolador4@gmail.com	

Head of Office/Agency:


JENELOU JOHN F. ISRAEL
 Signature over Printed Name
SCHOOL PRINCIPAL I
 Designation

Office/Agency: MANGA NATIONAL HIGH SCHOOL

Office Address: TINDALO ST., UBUIAN DISTRICT, TAGBILARAN CITY, BOHOL

Tel. Nos: 09082074777

Office Email Address: mangahs@gmail.com



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VII
M.J. Cuenco Avenue, Corner V. Sotto Street, 6000 Cebu City

May 14, 2025

CONFIRMATION LETTER

MR. JENELOU JOHN F. ISRAEL

School Principal I
Manga National High School
Tindalo St., Ubujan District
Tagbilaran City, Bohol

Dear Mr. Israel,

We are confirming the attendance of **Ms. Kashmer M. Batin**, Administrative Assistant III, and **Ms. Rowena F. Remolador**, Administrative Assistant II, to the **Seminar on COA Policies Supporting Government Digitalization** on May 28-29, 2025, to be held at the 2nd Floor Multi-purpose Hall, COA Regional Office No. VII, Cebu City.

Should they wish to avail of our dormitory facilities, the rates are as follows:

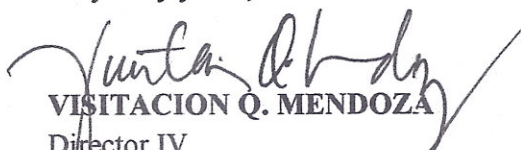
Twin Sharing: 450.00/pax/day Quadruple Sharing: 350.00/pax/day

For our dormitory reservation, please contact (032) 254-2210 and (032) 255-5314 local 756 and look for Mr. Roche G. Olediana, Dorm In-charge.

Should you have any further inquiries, you may contact Ms. Siarol A. Divino, Administrative Officer IV, Administrative, Training and Finance Division via email at rtu.ro7@coa.gov.ph or at contact number (032) 255-5314 local 732.

Thank you for your continued support to the thrust of this Commission.

Very truly yours,


VISITACION Q. MENDOZA
Director IV