




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
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 By: 
 Date: 05-14-26 Time: 2:44

Office of the Schools Division
 Superintendent

May 13, 2026

DIVISION MEMORANDUM
 OSDS-2026-508

ADDENDUM TO DIVISION MEMORANDUM OSDS-2026-482 (Virtual Seminar-Workshop on Government Financial Compliance, Procurement Governance, and Web-Based Monitoring System)

To: All Public Schools District Supervisor
 All School Head
 All School and District Non-Teaching Personnel
 SDO-Accounting Personnel

1. This Memorandum serves as an addendum in Division Memorandum OSDS-2026-482 titled "Virtual Seminar-Workshop on Government Financial Compliance, Procurement Governance, and Web-Based Monitoring System."
2. In addition to the previously identified participants, **all Public Schools District Supervisors (PSDS)** and **School Heads** are encouraged to join the event.
3. All other provision stipulated in the previous issuance shall remain and hereby referred.
4. Immediate dissemination of this Memorandum is hereby directed.


PHOEBE GAY L. REFAMONTE, CESO VI
 Schools Division Superintendent 



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.deped-ddo.com

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 4



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 Date: 05-11-26 Time: 3:00pm

Office of the Schools Division
 Superintendent

May 05, 2026

DIVISION MEMORANDUM
 OSDS-2026-**482**

VIRTUAL SEMINAR-WORKSHOP ON GOVERNMENT FINANCIAL COMPLIANCE, PROCUREMENT GOVERNANCE, AND WEB-BASED MONITORING SYSTEM

To: All School and District Non-Teaching Personnel
 SDO-Accounting Personnel

1. The Schools Division Office of Davao de Oro, through the Accounting Section, will be conducting a **Virtual Seminar-Workshop on Government Financial Compliance, Procurement Governance, and Web-Based Monitoring System** on **May 15 and 22, 2026**, from **8:00 AM to 02:00 PM** via **Microsoft Teams**.
2. The activity aims to:
 - a. Review and discuss the prescribed guidelines on the proper utilization of **School Maintenance and Other Operating Expenses (MOOE) and the management of Cash Advances**, in conjunction with **DepEd Order No. 043, s.2022, prescribing the Omnibus Travel Guidelines** for all Department of Education personnel.
 - b. Discussion of **Division Memorandum No. 215, s. 2026**, entitled "Reminders on the Procurement Process, Workflow, and Timeline".
 - c. Establish clear and uniform requirements for all concerned personnel regarding audit procedures and the preparation of Travel claims, Liquidation Reports, Cash Disbursement Reports (CDR), Reports of Checks Issued (RCI), Check Issuances, and other related Financial Documents.
 - d. Discussion of the updates on the Web-Based Monitoring System.
3. The Microsoft Teams meeting link shall be disseminated one day before the event through the Official Messenger group chats of DepEd-DDO personnel.



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Superintendent

4. The participants in this Virtual Seminar-Workshop shall include **Administrative Officer II, Administrative Assistant III, Administrative Assistant II, and other concerned personnel** designated by their respective offices.
5. All expected participants are advised to secure a strong internet connection to avoid interruptions during the seminar.
6. Those who are unable to participate must submit a written justification or formally file a leave of absence.
7. For clarifications and other concerns, please coordinate directly with the SDO-Accounting personnel.
8. Immediate dissemination and compliance with this Memorandum are desired


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent 



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Republic of the Philippines
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REGION XI
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ACTIVITY MATRIX

Day/Time	Agenda Particulars	Details Discussant
Day 1 (May 15, 2026) 08:00 am – 08:30 am	Preliminaries <ul style="list-style-type: none">Acknowledgement of participants/Checking of Attendance	AVP Secretariat
08:30 am – 09:00 am	Message	SDS Phoebe Gay L. Refamonte, CESO VI
09:01 am- 12:00 nn	<ul style="list-style-type: none">Discussion on DepEd Order No. 043, s. 2022, otherwise known as the Omnibus Travel Guidelines, which also covers the clear and uniform requirements prescribed for all DepEd personnel in relation to official travel.The session will also include compliance with audit procedures, and the proper preparation of travel claims to ensure accountability, transparency, and consistency in financial transactions.	Division Accountant Accounting Personnel
01:00 pm – 02:00 pm	<ul style="list-style-type: none">Discussion of Division Memorandum No. 215, s. 2026, entitled “Reminders on the Procurement Process, Workflow, and Timeline”.	Jomar M. Dumopoy



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Day 2 (May 22, 2026) 08:00 am – 08:14 am	Preliminaries <ul style="list-style-type: none">• Acknowledgement of participants/Checking of Attendance•	AVP Secretariat
08:15 am- 10:00 am	<ul style="list-style-type: none">• Discussion on Web-Based System for School MOOE Utilizations.	Accounting Personnel
10:01 am- 12:00 nn	<ul style="list-style-type: none">• Discussion on Liquidation reports, Cash Disbursement Reports (CDR), Reports of Checks Issued (RCI), check issuances,	Accounting Personnel
01:00 pm – 02:00 pm	<ul style="list-style-type: none">• Discussion on Bank Reconciliation and other related financial documents.	Accounting Personnel



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Republic of the Philippines
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SCHOOLS DIVISION OF DAVAO DE ORO

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DIVISION OF DAVAO DE ORO
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By: [Signature]
Date: 05-13-26 Time: 11:16am

Office of the Schools Division
Superintendent

12 May 2026

DIVISION MEMORANDUM
No. 502, s. 2026

**ONLINE ORIENTATION ON THE PHILIPPINE NATIONAL PUBLIC KEY
INFRASTRUCTURE (PNPKI) AND CYBERSECURITY AWARENESS**

To : CID Chief and SGOD Chief
Division Section and Unit Heads
Public Schools District Supervisors and District Coordinating Principals
Public Elementary and Secondary School Heads

1. The Schools Division Office of Davao de Oro in partnership with Department of Information and Communications Technology – Davao de Oro will be conducting an Online Orientation on the Philippine National Public Key Infrastructure (PNPKI) and Cybersecurity Awareness on **May 22, 2026**, at **9:00AM** via **Microsoft Teams**.

2. Listed below is the link and QR code for the Online Orientation:

<https://bit.ly/Cybersecurity-PNPKI-Orientation2026>



3. Participants in this Online Orientation are the following:

- All division personnel
- Public Elementary and Secondary School Heads
- All Administrative Officer II

4. For clarifications and other concerns, please coordinate with the ICT Unit through email at ictu.davaodeoro@deped.gov.ph.

5. Immediate dissemination of this Memorandum to all concerned is desired.

PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent

Encl.: As stated
OSDS/CTU