



8-241

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

13 AUG 2026

DIVISION MEMORANDUM
No. 642, s. 2026

PARTICIPATION IN THE CASH MANAGEMENT AND CONTROL SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Head
All Others Concerned

1. In reference to the Letter of the Commission on Audit Regional Office No. 1, the Agency shall conduct the Cash Management and Control System on August 17-19, 2026 at Conference Room I, COA RO I, City of San Fernando, La Union.

2. The program is designed to enhance participant's knowledge, practical skills, and competencies on government rules, regulations, policies and best practices of personnel involved in the management of government funds, assets and administrative operations, to promote sound financial and property management, strengthen internal controls, and ensure compliance with applicable laws and auditing standards.

3. The official participant from this Division is as follows:

No.	Name	Position	Office
1	KATRINE ANNE R. ARCE	Administrative Officer IV	OSDS – Cash Unit

4. The registration fee, travel and other relevant expenses shall be charged to local funds subject to the existing government accounting and auditing rules and regulations.

5. Attached is the Letter for reference.

6. For information and compliance of all concerned.

SGOD-HRD/abem/PARTICIPATION IN THE CASH
MANAGEMENT AND CONTROL SYSTEM
2026-096/August 12, 2026

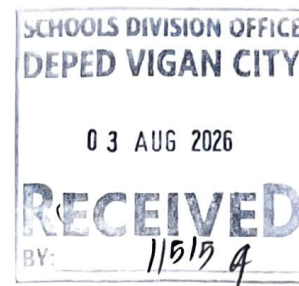


VILMA D. FDA, CESO V
Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
 REGIONAL OFFICE NO. I
 City of San Fernando, La Union



Office of the Regional Director

July 15, 2026

Ms. VILMA D. EDA, CESO V
 Schools Division Superintendent
 Schools Division of Vigan City
 Vigan City, Ilocos Sur

Dear Ms. Eda:

In line with our continuing efforts to strengthen competencies in financial management, property accountability, and data driven auditing and management, the Commission on Audit Regional Office No. I is pleased to invite your officials and personnel to participate in the following capacity development training:

1. Cash Management and Control System (CMCS)
2. Disposal of Government Properties (DGP)
3. Data Analytics and Advanced Excel
4. One-Time Cleansing of Property, Plant and Equipment Account Balances
5. Property and Supply Management System (PSMS)

These training programs aim to enhance participants' knowledge, practical skills, and competencies on government rules, regulations, policies and best practices of personnel involved in the management of government funds, assets and administrative operations, to promote sound financial and property management, strengthen internal controls, and ensure compliance with applicable laws and auditing standards.

In this regard, may we respectfully request your good office to nominate officials and personnel whose functions are related to accounting, budgeting, treasury operations, property and supply management, records management, internal audit, and other administrative and financial services to participate in the above-mentioned training programs.

Enclosed for your reference are the following:

1. Training Program Details – containing the schedule, venue, target participants, seminar fee, and other relevant information for each training;
2. Registration Procedures – outlining the process and requirements for participant registration; and
3. Participant Nomination Form – to be accomplished and submitted on or before the prescribed deadline

For inquiries and further information, you may contact the COA Regional Training Unit, through Ms. Ilene C. Camposo or Ms. Roma N. Nadal @ 0999-830-3886 and 0928-551-2184, respectively, or (email address).

We look forward to your agency's active participation and continued support.

Thank you.

Very Truly yours,


OLYMPIA P. BALUGAY
Regional Director



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
 REGIONAL OFFICE NO. I
 City of San Fernando, La Union

TRAINING PROGRAM DETAILS

Course Title	Schedule	Target Participants	Seminar Fee (P)
Cash Management and Control System (CMCS)	August 17-19, 2026	Accountants, Bookkeepers, Cashiers and Budget Officers	6,000.00
Disposal of Government Properties (DGP)	August 4-6, 2026 (Batch 1)	Accountants, Bookkeepers, Property and Supply Officers/Custodians/Storekeepers, and other personnel managing the office supplies and properties	6,000.00
	September 28-30, 2026 (Batch 2)		
Data Analytics and Advanced MS Excel	September 1-3, 2026 (Batch 1)	For Finance Personnel	6,000.00
	November 17-19, 2026 (Batch 2)	For Administrative Personnel	
One-Time Cleansing of Property, Plant and Equipment Account Balances	September 10, 2026	Accountants, Bookkeepers, Property and Supply Officers/Custodians/Storekeepers, and other personnel managing the office supplies and properties	2,000.00
Property and Supply Management System (PSMS)	September 7-9, 2026	Accountants, Bookkeepers, Property and Supply Officers/Custodians/Storekeepers, and other personnel managing the office supplies and properties	6,000.00



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TRAINING REGISTRATION PROCEDURE

To facilitate the orderly processing of registrations, interested participants are requested to observe the following procedures:

1. **Accomplish the Nomination Form**

The Head of Agency or the duly authorized representative shall accomplish and endorse the attached Participant Nomination Form for each/group of participant/s.

eCopy link: https://bit.ly/NOMINATION_FORM_ForAgencyPersonnel

2. **Register online**

Registration shall be processed on a first-come, first-served basis, subject to the maximum number of participants.

The nominated participant shall complete the online registration through the link below:

https://bit.ly/2026COARO1_TrainingRegistrationForm

Participants are requested to ensure that all information provided in the online registration form is complete and accurate and submission of hard copies is not required and will not be accepted.

3. **Confirmation of Registration**

COA Training Team will provide an advisory to all confirmed participants prior to the training.

4. **Payment of Registration Fee**

The Registration Fee shall cover the training kit/materials, certificate of participation, meals during the training, honoraria of resource persons, and other administrative expenses and must be paid on or before the first day of the seminar.

Please make the payment to the Commission on Audit Regional Office I (COA RO I).

Note: The cashier will require proof of your confirmed registration.

5. **Cancellation and Substitution**

Requests for substitution of participants shall be made in writing at least three (3) working days before the scheduled training and registration fees of participants who fail to attend without prior written notice may be forfeited.

NOMINATION FORM

Date Filed: _____
Course Title: _____
Date Covered: _____

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

NAME (Given Name, MI, Surname)	POSITION/DESIGNATION (Pls. do not abbreviate.)	OFFICE/DIVISION/ SECTION (Pls. do not abbreviate.)	REMARKS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Head of Office/Agency:

Signature over Printed Name

Designation

Office/Agency: _____
 Office Address: _____

 Contact Nos.: _____
 Email Address: _____

THE PORTION BELOW IS FOR RTU USE ONLY (Action on Nomination)

Course Title:			
Date Covered:			
Office/Agency:			
NOMINATION: ☐ CONFIRMED ☐ NOT CONFIRMED	SEMINAR: ☐ CANCELLED ☐ DEFERRED, NEW DATE		
REMARKS/SPECIAL INSTRUCTIONS:			
Noted by: JERVY A. BAKLAYAN Division Chief Administration, Training, and Finance Division			