




Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**MEMORANDUM**  
Series of 2018

To : Erlinda G. Dael Chief, CID  
Rudy O. Magdugo Chief, SGOD  
Merly B. Mabelin Education Program Supervisor  
Irish Karylle D. Monte SEPS HRD  
Mark Lorren T. Tejano AO V, Budget Officer  
Melinde B. Catid PII, Matangad NHS  
Monaliza Dapitan MT, Jasaan CS  
Bernadette P. Samaco AO V  
Eva C. Guilaran PSDS, Claveria I

From :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent *John Tortola*

SUBJECT : **ADDENDUM re: PARTICIPATION TO REGIONAL TRAINING OF TRAINERS (RTOT) ON FINANCIAL LITERACY**

Date : August 1, 2018

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1. The Regional Training of Trainers (RTOT) on Financial Literacy schedule on August 15-17, 2018 will be held at The VIP Hotel, Cagayan de Oro City.
2. Attached this Unnumbered Division Memorandum is the Travel Order of participants.
3. All other provisions of the previous Memorandum remain enforced.

RBT/ROM/ikm



Republic of the Philippines  
Department of Education

DIVISION OF MISAMIS ORIENTAL

T R A V E L O R D E R

NAME OF EMPLOYEE	POSITION	STATION
BERNADETTE P. SAMACO	Administrative Office V	
ERLINDA G. DAEL	Chief, CID	Division Office
RUDY O. MAGDUGO	Chief, SGOD	Division Office
MERLY B. MABELIN	Education Program Supervisor	Division Office
MELINDE B. CATID	Principal II	Matangad NHS
MONALIZA DAPITAN	MT	Jasaan CS
IRISH KARYLLE D. MONTE (August 15, 2018)	SEPS- HRD	Division Office
MARK LORREN T. TEJANO (Aug. 16-17, 2018)	AO V, Budget Officer	Division Office
EVA C. GUILARAN	PSDS	Claveria I

DESTINATION : VIP Hotel, Cagayan de Oro City

DATE OF DEPARTURE : August 15, 2018

DATE OF TRAINING : August 15-17, 2018

DATE OF EXPECTED  
RETURN : August 17, 2018

PURPOSE :

To attend the **Regional Training of Trainers (RTOT) in Financial Literacy** on August 15-17, 2018 at the The VIP Hotel, Cagayan de Oro City.

REMARKS :

On **Official Business as per** Region Memorandum 351, s. 2018, dated June 28, 2018. Transportation expenses relative to this activity shall be charged against local funds, while meals and accommodation shall be charged against RO-X HRD Funds subject to the usual accounting and auditing policies, rules and regulations.

Approval:

**RANDOLPH B. TORTOLA., CESO V**  
Schools Division Superintendent



**MEMORANDUM**

**TO :** Erlinda G. Dael- Chief CID  
 Rudy Magdugo- Chief SGOD  
 Merly Mabelin- CID Supervisor  
 Irish Karylle Monte- SEPS, HRD  
 Melendi Catid- Secondary School Head  
 Monaliza Dapitan- Master Teacher (Elementary) *Tasaan CS*  
 Bernadette Samaco- Administrative Officer V  
 Eva Guilaran- PSDS

**FROM :** *RBT*  
 RANDOLPH B. TORTOLA  
 Schools Division Superintendent *RBT*

**SUBJECT :** PARTICIPATION TO REGIONAL TRAINING OF TRAINERS (RTOT) ON FINANCIAL LITERACY

**DATE :** July 5, 2018

1 Pursuant to Region Memorandum No. 351, s.2018, one of the areas of the 10 Point Direction set by the Region, which is anchored on the Reform Agenda of the secretary on Employees' Welfare, Financial Literacy shall be given prime importance in the system among teaching and non-teaching personnel in the organization. To adhere to boosting the advocacy on Financial Literacy, you are advised to attend the said training on August 15-17, 2018

2 The objectives of the said program are as follows

- 2.1 Summarize the key financial education concepts and link them to the use of mobile money to improve financial management;
- 2.2 Change the mindset among personnel in the organization, teaching and non-teaching, in handling active income;
- 2.3 Increase socio-economic awareness of human resource on financial literacy; and
- 2.4 Minimize financial burden on the bad debts experienced by the personnel.

4 Travel expenses of the participants shall be charged to local funds while food and accommodation shall be shouldered through the Human Resource Development (HRD) funds, subject to the usual accounting and auditing policies, rules, and regulations.

5 Immediate and wide dissemination of this Memorandum is desired.

RBT/cid/egd



CHIEF UNDA, 7-4



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Zone I Upper Balabang  
Cagayan de Oro City



Telephone No. (088) 880-7072, 880-7071, 880-2087 Telex No. (OR822) 72-28-51

June 28, 2018  
**DepED-X**  
Cagayan de Oro City

**REGION MEMORANDUM**  
No. 351, s. 2018

03 JUN 2018  
55104

**RELEASED**

**REGIONAL TRAINING OF TRAINERS (RTOT) ON FINANCIAL LITERACY**

To : **Schools Division Superintendents**  
*This Region*

1. In response to one of the areas of the 10 Point Direction set by this Office, which is anchored on the Reform Agenda of the secretary on Employees' Welfare, Financial Literacy shall be given prime importance in the system among teaching and non-teaching personnel in the organization. To adhere to boosting the advocacy on Financial Literacy, this Office, through Human Resource Development Division (HRDD) shall conduct a Regional Training of Trainers (RTOT) on Financial Literacy on August 15-17, 2018. The number of slots per Division is as follows:

DIVISIONS/SLOTS	DATE
Bukidnon (10), Malaybalay (7), Valencia (7)	August 15-17, 2018
Cagayan de Oro City (8), Misamis Oriental (8), Gingoog City (7), Camiguin (7)	
Iligan City (8), Lanao del Norte (8), El Salvador City (6)	
Tangub City (6), Ozamiz City (8), Misamis Occidental (8), Oroquieta City (6)	

2. The objectives of the said program are follows

- 2.1 Summarize the key financial education concepts and link them to the use of mobile money to improve financial management;
- 2.2 Change the mindset among personnel in the organization, teaching and non-teaching, in handling active income;

- 2.3 Increase socio-economic awareness of human resource on financial literacy; and
- 2.4 Minimize financial burden on the bad debts experienced by the personnel.
3. Participants of the said activity are the following:
  - 2 - Chiefs
  - 1 - Curriculum Improvement Division (CID) Supervisors
  - 1 - Senior Education Program Specialist/ HRD
  - 2 - School Heads (Elementary & Secondary)
  - 2 - Master Teachers (Elementary & Secondary)
  - 1 - Administrative Officer V (Elementary & Senior High School)
  - 1 - Public Schools District Supervisor
4. Travel expenses of the participants shall be charged to local funds while food and accommodation shall be shouldered through the Human Resource Development (HRD) funds, subject to the usual accounting and auditing policies, rules, and regulations.
5. Immediate and wide dissemination of this Memorandum is earnestly enjoined.

  
ALLAN G. FARNAZO  
Director IV

To be indicated in the Perpetual Index  
under the following subjects:  
Training of Trainors  
Financial Literacy  
Employees' Welfare

Hrdd/ovt