



October 10, 2013

**DIVISION MEMORANDUM**

No. 626, s. 2013

**DEPARTMENT OF EDUCATION INFORMATION AND COMMUNICATIONS  
TECHNOLOGY ASSET INVENTORY**

To: OIC, Assistant Superintendents  
Education Supervisors/ Coordinators  
District Supervisors/ OICs  
Elementary and Secondary School Heads  
District/ Secondary/Schools Property Custodians

1. The field is hereby informed on the Department of Education Information and Communications Technology Asset Inventory which the higher Offices require to submit the correct and accurate data on all usable/serviceable computers. Attached is a copy of Regional Memorandum No. 635, s.2013.
2. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



OCT 07 2013

REGIONAL MEMORANDUM  
No. 635, s. 2013

DEPARTMENT OF EDUCATION INFORMATION AND COMMUNICATIONS  
TECHNOLOGY ASSET INVENTORY

To: Schools Division/ City Superintendents  
Officers-in-Charge of Regular and Interim Divisions  
Regional and Division Property/Supply Officers  
Regional and Division ICT Coordinators

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1. This Office is disseminating the attached communications from Hon. Francisco M. Varela, Undersecretary for Finance and Mr. Paul Seeds, Project Team Leader, Strengthening the Financial Management System in the Department of Education-Phase II, requiring the Region and Division Offices to conduct an accurate Information and Communications Technology (ICT) Asset Inventory in preparation for the implementation of the Government Integrated Financial Management Information System (GIFMIS).
2. Region and Division Property/Supply Officers in coordination with the Region and Division ICT Coordinators are required to conduct an ICT Asset Inventory by completing the inventory template which has been emailed to the Region and Division ICT Coordinators. The filled-up template will be emailed to [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com) and to [maurita.ponce@deped.gov.ph](mailto:maurita.ponce@deped.gov.ph) not later than 20 October 2013.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

*Carmelita T. Dulangon*  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

CTD/mfp

ICT ICT asset inventory

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;

Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;

Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321

Website: <http://www.depedro7.com.ph>

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



Republika ng Pilipinas  
Republic Of The Philippines  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION




ULTRA Complex, Meralco Avenue Pasig City, Philippines

Undersecretary, Finance & Administration  
Pangalawang Kalihim

Telefax: 631-96-40  
Direct Line: 631-93-42  
Website: <http://www.deped.gov.ph>

MEMORANDUM

TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
Regional Accountants  
Division Accountants  
All Others Concerned

FROM:   
FRANCISCO M. VARELA  
Undersecretary

SUBJECT: Strengthening the Financial Management System in the Department of Education (Phase II)

DATE: August 15, 2013

The Public Financial Management Program (PFMP) is a joint initiative of Australia and the Philippines. Foreign and local consultants were engaged to work as the Project Management Team (PMT) on the project of "Strengthening the Financial Management System in the Department of Education (Phase II)".

The major objectives of the project are:

1. to assist the Department in its readiness to the implementation of the Government Integrated Financial Management Information System (GIFMIS) in 2015;
2. to facilitate the introduction of the Unified Account Code Structure (UACS) intended to harmonize the account names and classifications for all budget and accounting transactions;
3. to assist in the consolidation of DepED bank accounts in preparation for the introduction of the Treasury Single Account (TSA);
4. enhancement and roll out of the Department's Asset Management System to facilitate the inventory of all DepED property and equipment specifically IT equipment as part of logistical readiness for GIFMIS.

To ensure the attainment of these objectives, the PMT group headed by Mr. Paul Seeds shall visit selected DepED field offices (Regional, Division and Secondary Schools that are IUs) to conduct extensive mapping of systems, procedures and practices pertaining to the financial activities of the Department.

Related to this, it is requested that assistance and full cooperation be extended to them including access to financial records/reports, information and internally developed programs/systems.

Thank you for your continued support and compliance.

30 September 2013

The Regional Directors and Division Superintendents  
Department of Education

**Subject: Department of Education Information and Communication Technology Asset Inventory**

**Attention and Immediate Action: Property and Supply Officers and IT Officers/Coordinators**

Dear Madam / Sir,

The Government of the Philippines (GOP) and the Government of Australia have joined together in partnership to form the Philippine-Australia Financial Management Program (PFMP) to support the implementation of public financial management reforms of the Philippines to improved accountability and transparency. The project has a number of activity streams in the central oversight agencies and in selected National Government Agencies, including the Department of Education (DepED). A brochure explaining the objectives and purpose of the project is enclosed with this correspondence.

The main objective of the component "Strengthening the Financial Management System in the Department of Education (Phase II) Project" is to capacitate the department in its readiness for the implementation of the Government Integrated Financial Management System (GIFMIS) which is planned to commence in October 2015. The project has the full support of the Department as explained in the attached memorandum from Undersecretary Francisco M. Varela dated 15 August 2013.

In line with this, the Department will assess the appropriateness of its ICT hardware and infrastructure as part of its logistics requirement for GIFMIS readiness. The intervention relies upon obtaining a full inventory of all ICT assets in the Department.

To effectively obtain an accurate ICT asset inventory, an inventory stock take of all ICT assets has to be undertaken by the Property and Supply Officers and in coordination with the IT Officers/Coordinators down to the Regional Offices (ROs) and Division Offices (DOs).

As set out at point 4 in the attached memorandum, please email to [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com) an electronic (soft) copy of the ICT Asset Inventory as at 15 October 2013 by completing the inventory template enclosed with this correspondence by no later than 20 October 2013. The necessary instructions and reference on how to complete the template is enclosed with this correspondence.

For the submission and further inquiries, please contact my colleagues Nanette Durante and/or Ulrich Uy at telephone no. (02) 633-5397, cell phone no. 09166598811 and or through email at [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com) or visit the PMT Office at Room 420, Mabini Bldg., DepEd Central Office, Meralco Avenue, Pasig City.

Sincerely yours,



**PAUL SEEDS**  
Project Team Leader  
AARC Limited (Ireland)



Dear Regional Directors and Division Superintendents,

My name is Nanette Durante, one of the consultants engaged to work on the "Strengthening the Financial Management System in the Department of Education (DepEd) - Phase II" project headed by Mr. Paul Seeds.

The Project started last June 2013 with the objective to capacitate the Department in its readiness for the implementation of the Government Integrated Financial Management System (GIFMIS) which is planned to commence in October 2015.

In compliance to this, the Property and Supply Officers and in coordination with the IT Officers/Coordinators are required to conduct an inventory stock take of all ICT assets in the ROs and DOs in order for the Department to determine the logistics requirements for GIFMIS readiness. Moreover, this activity is in preparation for the proposed Asset Management training that will be conducted in early November 2013.

Attached are the ICT assets Inventory template, project brochure, letter to the ROs and DOs and the memorandum of Usec. Francisco Varela in reference to this requirement.

The Project would be grateful if you could arrange for your immediate response by no later than 20 October 2013. The instruction on where to send the completed ICT template is indicated in the attached letter.

Thank you.

Sincerely yours,

Nanette Florenda S. Durante  
National Consultant  
AARC Limited (Ireland)

30 September 2013

The Regional Directors and Division Superintendents  
Department of Education

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Sincerely yours,

A handwritten signature in black ink, appearing to read "Paul Seeds", written over a white background.

**PAUL SEEDS**  
Project Team Leader  
AARC Limited (Ireland)





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**MEMORANDUM**

**TO:** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
Regional Accountants  
Division Accountants  
All Others Concerned

**FROM:**   
**FRANCISCO M. VARELA**  
Undersecretary

**SUBJECT:** Strengthening the Financial Management System in the Department of Education (Phase II)

**DATE:** August 15, 2013

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The major objectives of the project are:

1. to assist the Department in its readiness to the implementation of the Government Integrated Financial Management Information System (GIFMIS) in 2015;
2. to facilitate the introduction of the Unified Account Code Structure (UACS) intended to harmonize the account names and classifications for all budget and accounting transactions;
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4. enhancement and roll out of the Department's Asset Management System to facilitate the inventory of all DepED property and equipment specifically IT equipment as part of logistical readiness for GIFMIS.

To ensure the attainment of these objectives, the PMT group headed by Mr. Paul Seeds shall visit selected DepED field offices (Regional, Division and Secondary Schools that are IUs) to conduct extensive mapping of systems, procedures and practices pertaining to the financial activities of the Department.

Related to this, it is requested that assistance and full cooperation be extended to them including access to financial records/reports, information and internally developed programs/systems.

Thank you for your continued support and compliance.

## More on UACS . . .

5. Object codes on the chart of accounts, i.e. assets, liabilities, equity, revenue and expenditure including coding for capital outlays.

UACS facilitates timely, accurate reporting of actual revenue collection and expenditure disbursements against revenue projections and budget appropriations. It supports preparation of:

- ◆ Financial reports to DBM and COA
- ◆ Financial Statements to the Public Sector Accounting Standards Board of the Philippines (PPSAS)
- ◆ Management reports to Agency Heads
- ◆ Economic statistics in accord with Government Finance Statistics Manual

## TSA

The Treasury Single Account (TSA) is a unified structure of government bank accounts enabling consolidation and optimum utilization of government cash resources. It is one of the priority projects of the PFM Roadmap. It will enable government to consolidate cash resources on a daily basis and reduce borrowings currently necessitated by perceived cash shortages arising from holding so many bank accounts and a fragmented system for handling receipts and payments.

The full implementation of TSA will be made alongside implementation of the GIFMIS. In the meantime, the TSA Reporting and Monitoring System (TRAMS) will be used to manage the aggregate daily bank balances.

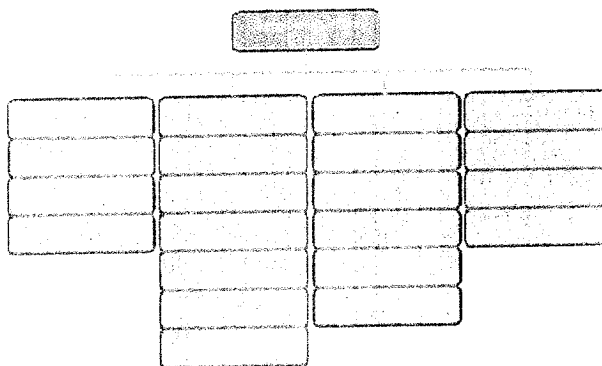
What does TSA mean for DepED?

1. TSA will not affect the ability to spend; offices can still continue to spend. Cash is about settlement, not spending.
2. DepED will still retain autonomy of spending based on the General Appropriations Act (GAA).
3. Bottlenecks on NCA (due to uncertainty of available cash) will be eliminated.
4. With electronic banking and TSA, bank reconciliation challenges will be significantly reduced.

## PROJECT INFORMATION RESOURCES

### ACTIVITIES:

The following key activities of the project are designed to support DepED implement its part in the reforms of the central oversight agencies (i.e. DBM, COA, DOF-BTr):



### WEBSITES:

[www.pfm.gov.ph](http://www.pfm.gov.ph)  
[www.pfmp.org.ph](http://www.pfmp.org.ph)  
[www.deped.gov.ph](http://www.deped.gov.ph)

### OFFICE ADDRESS/CONTACTS:

Room 420, Mabini Bldg.,  
DepEd Central Office  
Meralco Ave., Pasig City  
Philippines

Tel. No.: (02) 633-5397  
Mobile Phone No.: 0916 659 8811  
E-mail: [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com)

*Technical assistance provided by:*



## STRENGTHENING THE FINANCIAL MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION (PHASE II)



**DepED**  
DEPARTMENT OF EDUCATION

**Australian  
AID**

A project under Public Financial  
Management Program (PFMP) through a  
joint initiative of Philippines and Australia



## PFMP



In 2011, Philippines and Australia came together in partnership to form the Philippines - Australia Public Financial Management Program (PFMP). The program supports the implementation of public financial management reforms under the Philippine PFM Roadmap that aims to promote improved accountability and transparency (*more information available at [www.pfm.gov.ph](http://www.pfm.gov.ph)*).

One of the objectives of PFMP is to “improve PFM capabilities in **selected departments** to enable more efficient utilization and accountability of public funds for service delivery”.

The Department of Education (DepEd) has been identified as the pilot agency in the adoption of the Government Integrated Financial Management Information System (GIFMIS) - one of the main goals of the PFM Reform Roadmap.

PFMP realized the need for DepEd to:

- ⇒ Be GIFMIS-ready,
- ⇒ Adopt the Unified Account Code Structure (UACS),
- ⇒ Be aware of the Treasury Single Account (TSA), and
- ⇒ Enhance the existing Asset Management System (AMS).

Thus, this second phase of the project on “Strengthening the Financial Management System of the Department of Education” funded by AusAid.

### Philippine Public Financial Management REFORM ROADMAP:

Towards Improved Accountability and Transparency 2011 to 2015



Government Integrated Financial Management Information System (GIFMIS) Committee

## GIFMIS

The Government Integrated Financial Management Information System (GIFMIS) is a major reform output of the Philippine PFM Reform Roadmap, which seeks to strengthen fiscal discipline, transparency and accountability for improved public service delivery.

It aims to harmonize and improve business processes and rules toward making reliable financial information and analysis for policy decisions available to executives, managers and staff in the line and oversight agencies.

GIFMIS is an integrated IT solution that can collect and organize financial information in a central database to support budget preparation, management, execution and financial reporting.

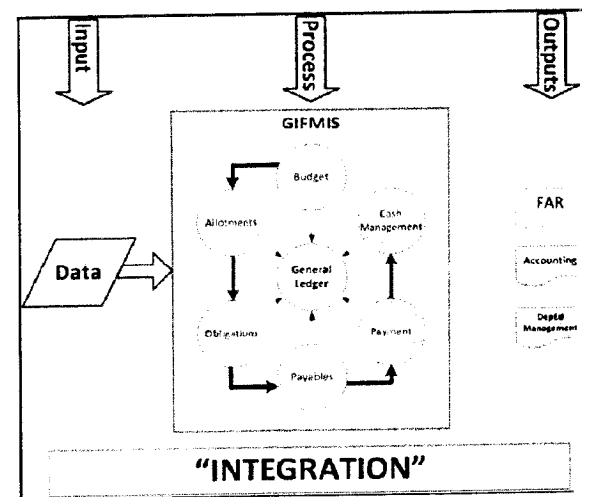
With the improved, IT-enabled business processes, GIFMIS will deliver the following benefits to DepED:

- Eliminate redundant data recording, exchange, validation, formatting and reporting since data is captured once at the source (capture once, use many);
- Integrate financial information with performance output and outcome information to support Performance Informed Budget (PIB);
- Maintain all transaction information in finest detail, allowing drill down to all elements of all transactions - enhanced transparency;
- Transacting through GIFMIS, deliver operation support to officials and managers in their day to day financial business operations;
- Flexible, timely, relevant, and accurate information and reporting; no need for manual production of reports;
- Eliminate need for consolidating reports or data; all information maintained in detail and consolidation is automated for reporting and analysis within GIFMIS;
- Streamline processes and eliminate bottlenecks, enabling improved implementation of the budget; and,



- Real-time access to all financial information.

The project will support DepEd to compile an accurate inventory of ICT assets that will be used as part of the assessment of readiness for GIFMIS.



## UACS

The Unified Account Code Structure (UACS) is a government wide, harmonized budgetary, treasury and accounting code classification structure to enable flexible, timely and accurate financial and performance reporting. It is a key prerequisite for the implementation of the GIFMIS and other PFM reforms.

The 46-digit UACS will be used in identifying, aggregating and reporting financial transactions based on the following elements:

1. Fund Source codes for the recognition of both on and off budget activities;
2. Organization codes, i.e. departments, agencies and lower level operating units;
3. Location codes, i.e. region, province, city or municipality and barangay;
4. Major Final Output, Program, Activity and Project (PAP) code; and,

## **Introduction**

1. There are 4 Worksheets (*Instruction, Template, Reference, and List*) composing this ICT Inventory file.
2. The *Instruction* worksheet provides the introduction information and the instructions on how to use this particular ICT Inventory file. It also includes the Name(s) of responders, their office, and the date accomplished.
3. The *Template* worksheet is where you provide the required data and information for the ICT Asset Inventory.
4. The *Reference* worksheet is your reference for better understanding the *Template* worksheet. It provides descriptions, clarifications, examples, and other related information relevant to accomplishing the *Template worksheet*.
5. The *List* worksheet is a protected worksheet which contains the necessary data for data validation purposes on the *Template* worksheet. You DON'T need to read this worksheet.

## **Instruction**

1. Go to the *Template* worksheet and observe/familiarize the column headers.
2. Go to the *Reference* worksheet and read through each itemized row corresponding to the column headers of the *Template* worksheet. Make sure you understand the description, information guide, and remarks entries.
3. Start completing the *Template* worksheet.
4. Once finished, GO BACK to the *Instruction* template and complete the accomplishment form (top right of this worksheet). Provide the NAME(S) of personnel who accomplished the *Template* worksheet, OFFICE and DATE ACCOMPLISHED.
5. Save file and send to [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com)

## **Reminders**

1. DO NOT alter or modify the properties of all rows and columns in all worksheets.
2. DO NOT merge cells.
3. Provide brief and precise answers to each required field in the *Template* worksheet.
4. For clarifications and queries, you may contact us through mobile: 09166598811, phone: (02)-6335397 or email: [deped.gifmis@gmail.com](mailto:deped.gifmis@gmail.com)