



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 08- 033, s. 2024



TO: Estela Marie M. Orzales - IA I
Anthony B. Yanto - ITO I
Dalimark M. Tenio - ISA II
Shawn N. Hinlog - CO II

DATE: August 29, 2024

SUBJECT: PARTICIPATION IN THE ORIENTATION ON COA GUIDELINES
SUPPORTING GOVERNMENT DIGITALIZATION

Greetings of peace and solidarity.

In view of the Orientation on COA Guidelines Supporting Government Digitalization (COA Circulars 2021-006 and 2021-014 dated September 4 and 21, 2021), you are hereby informed that you have been nominated to participate in the said orientation. The event will take place at the COA Regional Office No. XIII in Butuan City on September 10-11, 2024.

Your attendance is crucial as it will equip you with the necessary knowledge and understanding of the COA guidelines supporting government digitalization, which is essential for the continuous improvement of our university's digital practices and compliance.

Transportation and travel expenses during this activity shall be charged to the University funds, subject to the usual accounting and auditing rules and regulations.

Please ensure your presence and participation throughout the orientation.

For information and strict compliance.

For the grassroots and in the spirit of vibrant leadership,

FOR AND ON BEHALF OF
NEMESIO G. LOAYON, PhD
 SUC President III

[Signature]
EVELYN S. BAGOOD, EdD
 Campus Director- Main Campus

Cc: **VPAF**
Internal Auditor III

Encl: *Invitation from COA Regional Office No. XIII*





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. XIII
 South Montilla Boulevard, Butuan City



April 16, 2024

DR. NEMESIO G. LOAYON
 SUC President III
 North Eastern Mindanao State University (NEMSU)
 Rosario, Tandag City, Surigao del Sur

Dear Dr. Loayon,

As part of the Commission's ongoing commitment to empower government officers and employees through suitable training and seminars, we are delighted to announce that this Office will be conducting face-to-face seminars for Agency Personnel at the COA Regional Office No. XIII, Butuan City. The training courses scheduled are as follows:

DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
August 06 - 08	Customized Training on the Updates on the Revised IRR of RA 9184	In-Person	Agency Heads, Members of the Bids and Awards Committee (BAC), Accountants, Budget/ Finance/ General Services-Procurement Personnel	₱6,000.00
August 13 - 14	Rules and Regulations on Settlement of Accounts (RRSA) and the Revised Rules of Procedures of COA (RRPC)	In-Person	Personnel involved in the processing of claims, disbursements including certifying and approving officers	₱4,000.00
August 27 - 29	Customized Training on the Updates on the Revised IR of RA 9184	In-Person	Agency Heads, Members of the Bids and Awards Committee (BAC), Accountants, Budget/ Finance/ General Services-Procurement Personnel	₱6,000.00
September 3 - 5	Internal Auditing Standards for the Philippine Public Sector (IASPPS)	In-Person	For the Internal Auditors of the Agencies	₱6,000.00
September 10 - 11	Orientation on COA Guidelines Supporting Government Digitalization (COA Circular 2021-006 and 2021-014 dated Sept 4 and 21, 2021)	In-Person	Agency personnel in the National and Local Government Agencies	₱4,000.00
September 17 - 19	Customized Training on the Updates on the Revised IRR of RA 9184	In-Person	Agency Heads, Members of the Bids and Awards Committee (BAC), Accountants, Budget/ Finance/ General Services-Procurement Personnel	₱6,000.00

Therefore, we extend a cordial invitation to your staff/personnel to participate in the trainings/seminars that are most relevant to their line of work. Please refer to the attached **Registration Procedures and Guidelines (Annex 1)** for further details.

If you intend for your staff/personnel to join any of these training sessions, kindly complete the enclosed **Nomination Form (Annex 2)** along with the **Participants' Profile**. Please submit the completed forms via the Regional Training Unit's Online Registration link at <https://forms.gle/JCNcXd64tTRnB5kj9> one month prior to the scheduled training session. This will assist us in streamlining our planning and documentation processes.

Please be informed that agencies with confirmed participants who fail to attend the seminar without prior notice at least five (5) days before the scheduled seminar will be billed an amount equivalent to one-day training fee.

The training fee collected from each participant will cover expenses such as snacks, lunch, training materials, manuals, handouts, and other associated training costs.





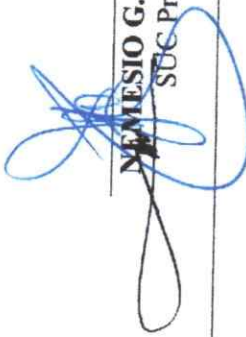
In order to ensure a conducive learning environment, we will limit each class to 60 participants on a "first come, first served basis." Nominations received before the specified cut-off date, which fill the maximum participant limit, will be considered "confirmed." Nominees will be notified thru their respective email addresses. Any changes of the schedule due to official reasons will be communicated promptly.

Thank you so much.

Very truly yours,


MERNE T. PENARANDA
Director IV
Regional Director

NOMINATION FORM

Course Title:	Orientation on COA Guidelines Supporting Government Digitalization (COA Cir. 2021-006 and 2021-014 dtd Sept. 4 and 21, 2021)				Date Filed: May 21, 2024	
Date Covered:	September 10-11, 2024					
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. STELA MARIE M. ORZALES	Internal Auditor I	-	-	09568131039	emorzales@nemsu.edu.ph	
2. ANTHONY B. YANTO	Information Technology Officer I	-	-	09177261488	abyanto@nemsu.edu.ph	
3. DALIMARK M. TENIO	Information Systems Analysts II	-	-		dimentio@nemsu.edu.ph	
4. SHAWN N. HINLOG	CO II				shhinlog@nemsu.edu.ph	
5.						
Head of Office/Agency:						
 MESIO G. LOAYON, PhD SUC President III						
Office/Agency: North Eastern Mindanao State University				Tel. Nos:		
Office Address: Rosario, Tandag City				Office Email Address: nemsu.edu.ph		