



Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Roxas City  
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

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**DIVISION MEMORANDUM**

No. 302 s. of 2017

**UNIFORM ENCODING OF BED 1 AND 3 ON THE UNIFIED REPORTING SYSTEM (URS)**

TO: Heads of Public Secondary Schools (Implementing Units)

1. The Division Budget Office will hold a two-day live out uniform encoding of 2018 Budget in the Unified Reporting System (URS) on November 21-22, 2017, 8:00 A.M. at the Office of the CID Chief.
2. Participants to this activity are the School Accountants/Bookkeepers of public secondary schools (implementing units). They are advised to bring their laptop and portable WIFI device and other data needed.
3. A registration fee of P 600.00 shall be charged each participant to cover expenses for snacks and lunch. Registration and travel expenses relative to attendance to this activity will be charged against school MOOE fund subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent