



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



February 13, 2018

DIVISION MEMORANDUM

No. 40 s. 2018

**SEMINAR/WORKSHOP ON THE IMPLEMENTATION OF THE
ENHANCED FINANCIAL REPORTING SYSTEM (eFRS) FOR CY 2018**

TO: All Heads of Secondary Schools (Implementing Units)
Division Office Accounting Personnel

1. In view of the release of the latest version of Enhanced Financial Reporting System (eFRS), there will be a one-day seminar/workshop on its implementation on February 20, 2018, 8:00 AM, at Circulo Convention Center, Pueblo de Panay, Lawaan, Roxas City
2. The workshop aims to:
 - a. update the participants on the implementation of eFRS;
 - b. strengthen the Financial Reporting System of the Division;
 - c. address financial related concerns; and
 - d. facilitate a more efficient, timely, and accurate Financial Reports submitted to various oversight agencies.
3. The participants are the Accountants/Bookkeepers of Implementing Secondary Schools and Division Office Accounting Personnel.
4. A registration fee of **Eight Hundred Pesos (P800.00)** shall be charged to each participant to cover food and other incidental expenses. Registration fee and other allowable expenses of the secondary school participants are chargeable against school MOOE while expenses for the Division Office Accounting Personnel shall be charged against INSET funds. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual accounting and auditing rules and regulations.
5. The participants are required to bring laptop, extension cord and the following reports:
 - a. CY 2017 Post Closing Trial Balance;
 - b. Disbursement Vouchers for January and February 2018; and
 - c. RCI and RADAI for January and February 2018.
6. For the information and guidance of all concerned.


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