



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



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February 12, 2019

DIVISION MEMORANDUM
No. 021 2019

**ORIENTATION - WORKSHOP FOR FY 2019 FINANCIAL REPORTING SYSTEMS FOR
NEWLY HIRED BOOKKEEPERS / ACCOUNTANTS OF SECONDARY SCHOOLS (IU'S)**

TO: Public Secondary School Principals of Implementing Units

1. The Schools Division Office, through the Budget Section will conduct a two day Orientation - Workshop for FY 2019 Financial Reporting Systems for Newly Hired Bookkeepers / Accountants of Secondary Schools (IU's) on February 21-22, 2019. The venue will be announced later.
2. This activity aims to:
 - a. equip the participants with knowledge and skills to keep them abreast of the current Financial Reporting System
 - b. update the participants on the implementation of the new/enhanced BMS, eFRS and URS
 - c. address the issue and concerns relative to the encoding of Unified Reporting System (URS) on the Budget Execution Documents (BEDs) and Financial Accountability Reports (FARs).
 - d. facilitate a more efficient, timely, accurate and uniformity on the reporting of the DBM and DEPED Financial Reporting System.



3. Participants to this activity are the **newly hired bookkeepers/accountants of Secondary Schools Implementing Units** (proxy is not allowed). The training matrix, list of the participants are found in Enclosures 1 & 2.
4. A registration fee of **Two Thousand Pesos (P2, 000.00)** will be charged to each participant of the Secondary Schools to cover food, lodging, and training supplies. Registration fee and other allowable expenses of the participants chargeable against the school MOOE while expenses for the Division Office Budget Personnel shall be charged against INSET funds. All disbursements relative to this activity shall be subject to accounting and auditing rules and regulations
5. The participants are required to bring laptop, extension cord and the following reports:
 - a. CY 2019 NEP
 - b. 2019 Budget Monitoring System (BMS) Program
 - c. 2019 enhanced Financial Reporting System (eFRS) Program
 - d. Hard Copy of 2018 SAROs, Sub-AROs and LROs
6. For the information and guidance of all concerned.


ROEL F. BERMEJO, CESO V
Schools Division Superintendent



Participants to the Orientation Workshop for Newly Hired Bookkeepers/Accounts of Secondary Ius

	School	Name	Position
1	** 0906127 - Bongsuan National High School	John Sorolla	ADAS III
2	** 0906129 - Camburuan National High School	Joseph Dela Torre	T-III / Designated Bookkeeper
3	** 0906130 - Candelaria National High School	Gerry Gabrillo	T-III / Designated Bookkeeper
4	** 0906132 - Casanayan National High School	Renil Beria	ADAS III
5	** 0906134 - Commissioner Luis R. Asis National High School	Dino Raoul Lubio	ADAS III
6	** 0906138 - David Moises Memorial High School (Balit National High School)	Hannah Grace J. Pagayonan	ADAS III
7	** 0906144 - Estefania Montemayor National High School	Nieves C. Jallorina	ADAS III
8	** 0906142 - Dumalag Central National High School	Ma. Lynette Alba	T-I / Designated Bookkeeper
9	** 0906145 - Florentina Batoampo Degala National High School	Lorena Degala	ADAS III
10	** 0906146 - Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	ADAS III
11	** 0906147 - Ivisan National High School	Rio Marie Loriania	ADAS II / Designated Bookkeeper
12	** 0906149 - Jamindan National High School	Juna F. Beatizula	ADAS III
13	** 0906150 - Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)	Mary Rose B. Dorado	ADAS III
14	** 0906153 - Macario Delfin Bermejo National High School (Jaena Norte)	Karen Gabrido	ADAS III
15	** 0906163 - Panitan National High School	Janet Mallillin	ADAS III
16	** 0906172 - Sapián National High School	Jadon Cabañas	Accountant I
17	** 0906174 - Tapaz National High School	Joy Senador	ADAS III

Trainers/Resource Persons

Nenito D. Dacles	---	Administrative Officer V (Budget)
Atty. Benjie B. Doce, CPA, MBA	---	Accountant III
Marjorie A. Bayhon	---	Administrative Officer II
Viene Dee D. Calizo	---	Administrative Assistant II
Andy Van Albert C. Artates	---	Administrative Assistant II
Marie Joe A. Alaba	---	Administrative Assistant III
Arnel D. Bentazal	---	Administrative Assistant III
Antonio Core	---	Administrative Assistant III

