



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

June 24, 2022

DIVISION MEMORANDUM

No **181** s. 2022

**CONDUCT OF LIVE-IN TRAINING-WORKSHOP ON CY 2022 MIDYEAR REVIEW, PREPARATION, RECONCILIATION AND EVALUATION OF FINANCIAL REPORTS AND PROCESSES FOR SECONDARY IMPLEMENTING UNITS**

To: Public Secondary School Heads of Implementing Units  
Accountants / Bookkeepers / Designated Bookkeepers of Implementing Units  
All Others Concerned

1. In connection with the Submission of Mid-Year Consolidated Financial Reports, there will be a live-in training-workshop on CY 2022 Midyear Review, Preparation, Reconciliation and Evaluation of Financial Reports and Processes for Secondary Implementing Units on July 4-6, 2022 at a venue to be announced later.
2. This activity aims to:
  - 2.1 equip the participants with knowledge and skills to keep them abreast of the current Financial Reporting System;
  - 2.2 update the participants on the implementation of the new/enhanced BMS, eFRS and URS;
  - 2.3 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); and
  - 2.4 facilitate a more efficient, timely, accurate and uniform reporting of the DBM and DEPED Financial Reporting System.
3. Attached is the Matrix of Activities and List of Participants.
4. A registration fee of **Five Thousand Six Hundred Pesos (P5, 600.00)** 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 are chargeable against the school MOOE while expenses for the Division Office Personnel shall be charged against local funds. All disbursements relative to this activity shall be subject to accounting and auditing rules and regulations.



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5. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
6. Immediate dissemination of this Memorandum is desired.

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



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RECONCILIATION AND EVALUATION OF FINANCIAL REPORTS AND PROCESSES FOR SECONDARY  
IMPLEMENTING UNITS**

	<b>Day 1 July 4, 2022</b>	<b>Day 2 July 5, 2022</b>	<b>Day 3 July 6, 2022</b>
7:00 - 8:00		Breakfast	Breakfast
8:00 - 9:00	Registration	Morning Prayer/recap	Morning Prayer/recap
9:00 - 9:30	Opening Program	Workshop: Checking, Reconcile, Evaluation and Submission of Outputs	Workshop: Midyear Accounting Reports (Trial Balance, FAR 4, etc.)
9:30 - 12:00	Lecture: Orientation on the Budget Monitoring Program and Its updates	Workshop: <i>Continuation...</i>	Workshop: <i>Continuation...</i>
12:00 - 1:00	Lunch	Lunch	Lunch
1:00 - 2:00	Workshop: Orientation on the Budget Monitoring Program and Its updates	Lecture: Orientation on the EFRS and Its updates	Workshop: Checking, Reconcile, Evaluation and Submission of Outputs
2:00 - 3:00	Lecture: Extracting of Data from BMS Program used in Different Reports (Flash Report, BFARs; APR, etc.)	Lecture: <i>Continuation...</i>	Workshop: <i>Continuation...</i>
3:00 - 5:00	Workshop: Extracting of Data from BMS Program used in Different Reports (Flash Report, BFARs; APR, etc.)	Workshop: Orientation on the EFRS and Its updates	Workshop: <i>Continuation...</i> Workshop: <i>Continuation...</i>
5:00 - 6:00			Closing Program
6:00 - 7:00	Dinner	Dinner	



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List of Participants:

	<b>LIST OF SCHOOLS</b>	<b>Name of Participants</b>	<b>Designation</b>
1	Arturo Jugo National High School	MELANIE E. PARAS	Teacher III/Designated Bookkeeper
2	Bongsuan National High School	JOHN ALBERN V. SOROLLA	Administrative Assistant III
3	Cabug-cabug National High School	JOSE RONALDO B. GOLERO	ADAS III / Senior Bookkeeper
4	Camburanan National High School	JOSEPH E. DELA TORRE	Teacher III/Designated Bookkeeper
5	Candelaria National High School	GERRY G. GABRILLO	Teacher III/Designated Bookkeeper
6	Capiz National High School	LORNA B. VILLEZA	Accountant I
7	Casanayan National High School	RENIL A. BERIA	Administrative Assistant III
8	Col. Patrocenio Artuz National High School	ROSIE JEAN F. AGNO	Administrative Assistant III
9	Commissioner Luis R. Asis National High School	DINO RAOUL GERVACIO B. LUBIO	ADAS III/ Senior Bookkeeper
10	Concepcion Castro Garcia National High School	JULIUS C. AYOPELA JR.	ADASII/Designated Bookkeeper
11	Cuartero National High School	ANNIE P. BASAMOT	Administrative Assistant III
12	Dao National High School	JUDYMAR D. BERBANIO	Administrative Assistant III
13	David Moises Memorial High School (Balit National High School)	ARLEONEY A. LINAZA	Administrative Assistant II
14	Don Felix Balgos Memorial National High School	JEBLAY ROSE Y. SALDO	Administrative Assistant III
15	Dr. Vicente V. Andaya, Sr. National High School	ROSEGEL A. MATILING	T3/Designated Bookkeeper
16	Dulangan National High School	RANDY ALO	Administrative Assistant III
17	Dumalag Central National High School	SCARLETTE ANNE A. SALAZAR	Administrative Officer II
18	Estefania Montemayor National High School	NIEVES C. JALLORINA	Administrative Assistant III
19	Florentina Batoampo Degala National High School	LORENA DEGALA	Administrative Assistant III
20	Jose Diva Avelino National High School (Hipona NHS)	LEONIDAS H. MALLILLIN	Administrative Assistant III
21	Ivisan National High School	MARY KRIS A. AMAN	Administrative Aide III



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22	Jagnaya National High School	JENET CLAUDINE L. LAGO	Administrative Assistant II
23	Jamindan National High School	JUNA F. BEATIZULA	Administrative Assistant III
24	Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)	MARY ROSE B. DORADO	Administrative Assistant III/Sr. Bookkeeper
25	Lucero National High School	LYN V. ESPINO	Administrative Assistant III
26	Maayon National High School	ALDRIN D. DELENA	Administrative Assistant III
27	Macario Delfin Bermejo National High School (Jaena Norte)	KAREN N. GABRIDO	Administrative Assistant III
28	Maindang National High School	CENDY M. SOLIMAN	Administrative Assistant III
29	Malonoy National High School	MA. RUBY E. BRIÑOSA	Administrative Assistant III
30	Mambusao East National High School (Extension of David Moises Memorial High School)	MERRYLL C. YOUNG	Administrative Assistant III
31	Mambusao National High School (David Moises National High School - Mambusao West Extension)	RANDY A. DE JUAN	Administrative Assistant III
32	Manuel F. Onato Memorial High School	RHETA JOY A. DOMINGO	MT-1/Designated Bookkeeper
33	Marciano Patricio National High School (formerly Pilar National High School)	CHONA B. BASINILLO	Administrative Assistant III
34	Mayor Ramon A. Benjamin, Sr. Memorial High School	MARY GRACE S. BAJON	Administrative Assistant III
35	Panitan National High School	JANET D. MALLILLIN	Administrative Assistant III
36	Pontevedra National High School	MA. ROLIA B. BAGUIO	Administrative Officer II
37	Putian National High School	MA. LEE G. MARTIN	T3/Designated Bookkeeper
38	San Nicolas National High School, Pilar	FAITH J. MANGUARDIA	Administrative Assistant III
39	San Nicolas National High School, Tapaz	RAIDEZ G. LACRO	Administrative Assistant III
40	Sapian National High School	JADON B. CABAÑAS	Accountant-I
41	Tapaz National High School	JOY C. SENADOR	Registrar I/Designated Bookkeeper
42	Tuburan National High School - F. Degala National High School Extension	MELVIN M. DERRAMAS	Administrative Assistant III



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List of Facilitators / Resource Speakers

	<b>Facilitators / Resource Speakers</b>	<b>Designation</b>
1	NENITO D. DACLES	Administrative Officer V (Budget)
2	BENJIE B. DOCE	Accountant III
3	CECIL JOY D. DIOCSON	Administrative Officer IV (Cash)
4	VIENE DEE D. CALIZO	Administrative Assistant III
5	ANDY VAN ALBERT C. ARTATES	Administrative Assistant III
6	MA. ARIANNE A. BARRIENTOS	Administrative Assistant II
7	MARJORIE A. BAYHON	Administrative Officer II
8	ANTONIO A. CORE JR.	Administrative Assistant III
9	MISELYN G. LAYNO	Administrative Assistant II



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