



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

February 23, 2023

DIVISION MEMORANDUM

No **091** s. 2023

**TIMELINE FOR THE SUBMISSION OF MONTHLY
BUDGET MONITORING SYSTEM (BMS) AND FLASH REPORT**

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

1. To ensure prompt submission of the reports to the Regional Office, this Office prescribes the synchronized timeline for the submission of monthly *Budget Monitoring System (BMS)* and *Flash Report* for the secondary schools Implementing Units to the Division Office.
2. The secondary Implementing Units are directed to prepare and submit their reports on the following schedule:

REPORT	TYPE OF FILES	DEADLINE
Budget Monitoring System (BMS)	Budget Monitoring System (BMS) (soft copy) https://bit.ly/DivisionOfCapiZ_BMS2023	Every 2 nd day of the following month
Flash Report	Google sheet link https://bit.ly/DivisionofCapiZ_ConsolidatedFLASHREPORTC_Y2023	Every 3 rd day of the following month

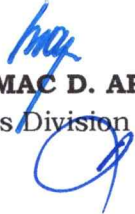


Address: Banica, Roxas City
Contact Number: (036) 6518-456
Email Address: capiZ@deped.gov.ph
Website: <http://depedcapiZ.ph>



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

3. The personnel in charge of the reports should integrate the timeline as part of their Individual Performance Commitment Review Form (IPCRF).
4. This Memorandum supersedes all prior issuances.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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



Address: Banica, Roxas City
Contact Number: (036) 6518-456
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>