



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas

January 24, 2024

DIVISION MEMORANDUM

No **046** s. 2024

**TRAINING-WORKSHOP ON THE PREPARATION OF BUDGET PROPOSALS FOR  
FY 2025 AND ORIENTATION ON THE BUDGET MONITORING SYSTEM**

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Secondary Implementing Units

1. This Office, through the Budget Unit, will conduct a **Training-Workshop on the Preparation of Budget Proposals for FY 2025 and Orientation on the Budget Monitoring System** on February 1–2, 2024. The venue will be announced later.
2. This activity aims to:
  - a. facilitate and ensure timely and accurate preparation and encoding of BP Forms for FY 2025; and
  - b. introduce the Budget Monitoring System (BMS) to the newly-hired Administrative Assistants III of the secondary schools.
3. The list of the participants, resource persons and facilitators, and the training matrix are found in Enclosure Numbers 1 and 2 respectively.
4. The participants are requested to bring the following:
  - a. laptops and extension cords;
  - b. copy of GAA FY 2024 and 4<sup>th</sup> Quarter URS generated FAR 1;
  - c. proposed projects and programs and list of probable retirees; and
  - c. 2024 Budget Monitoring System (BMS).
5. A registration fee of **Three Thousand Pesos (P3,000.00)** will be charged to each participant to cover expenses for food, lodging, and training supplies. Registration fees and other allowable expenses of the participants are chargeable against the school MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

Reference: NBC No. 592

To be indicated in the Perpetual Index  
under the following subject;

TRAINING WORKSHOP EMPLOYEES  
Enclosure No. 1 to DM No. **046**, s. 2024



Address: Banica, Roxas City  
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**LIST OF PARTICIPANTS**

No.	Office	Name	Position/ Designation
1	Arturo Jugo National High School	May Heart M. Gabay	Administrative Assistant II
2	Bongsuan National High School	John Alber V. Sorolla	Administrative Assistant III
3	Cabug-cabug National High School	Jose Ronaldo B. Golero	Administrative Assistant III
4		Rachelle B. Alacapa	Administrative Assistant II
5	Camburanan National High School	Vergielyn B. Hinguillo	Administrative Assistant II
6	Candelaria National High School	Jasmin Chu	Administrative Assistant II
7	Capiz National High School	Lorna B. Villeza	Accountant I
8	Casanayan National High School	Renil A. Beria	Administrative Assistant III
9	Col. Patrocenio Artuz National High School	Rosie Jean F. Agno	Administrative Assistant III
10	Commissioner Luis R. Asis National High School	Dino Raoul Gervacio B. Lubio	Administrative Assistant III
11	Concepcion Castro Garcia National High School	Julius C. Ayopela Jr.	Administrative Assistant III
12	Cuartero National High School	Annie P. Basamot	Administrative Assistant III
13	Dao National High School	Judymar D. Berbanio	Administrative Assistant III
14	David Moises Memorial High School	Hannah Grace J. Pagayonan	Administrative Assistant III
15	Don Felix Balgos Memorial National High School	Jebly Rose S. Bejo	Administrative Assistant III
16	Dr. Vicente V. Andaya, Sr. National High School	Jean Margaret Feller	Administrative Assistant III
17	Dulangan National High School	Randy D. Alo	Administrative Assistant III
18		Rowena V. Baredo	Administrative Assistant II
19	Dumalag Central National High School	Julie S. Togonon	Administrative Assistant III
20	Estefania Montemayor National High School	Nieves C. Jallorina	Administrative Assistant III
21	Florentina Batoampo Degala National High School	Lorena Degala	Administrative Assistant III
22	Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	Administrative Assistant III
23	Ivisan National High School	Mary Kris A. Aman	Administrative Aide III



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24	Jagnaya National High School	Jenet Claudine L. Lago	Administrative Assistant III
25	Jamindan National High School	Juna F. Beatizula	Administrative Assistant III
26	Leodegario De Ocampo, Sr. National High School	Myro Dorado	Administrative Assistant III
27	Lucero National High School	LYN V. ESPINO	Administrative Assistant III
28	Maayon National High School	ALDRIN D. DELEÑA	Administrative Assistant III
29	Macario Delfin Bermejo National High School	Karen N. Gabrido	Administrative Assistant III
30	Maindang National High School	Cendy M. Soliman	Administrative Assistant III
31	Malonoy National High School	Ma. Ruby E. Brinosa	Administrative Assistant III
32	Mambusao East National High School	Merryl C. Young	Administrative Assistant III
33	Mambusao National High School	Randy A. De Juan	Administrative Assistant III
34	Manuel F. Onato Memorial High School	FLORENCIO L. MONTERO	Administrative Assistant III
35	Marciano Patricio National High School	Chona B. Basinillo	Administrative Assistant III
36	Mayor Ramon A. Benjamin, Sr. Memorial High School	Mary Grace S. Bajon	Administrative Assistant III
37	Panitan National High School	Janet D. Mallillin	Administrative Assistant III
38	Pontevedra National High School	Ma. Rolia Baguio	Administrative Officer II
39		Sheryl Villamor	Administrative Assistant III
40	Putian National High School	Dexter O. Fantilaga	Administrative Assistant II
41	San Nicolas National High School, Pilar	Faith J. Manguardia	Administrative Assistant III
42	San Nicolas National High School, Tapaz	Raidez G. Lacro	Administrative Assistant III
43		Mary Grace G. Gapi	Administrative Assistant II
44	Sapian National High School	Sarah Mae P. Pelaez	ADAS II / Designated Bookkeeper
45	Tapaz National High School	Joy C. Senador	Registrar I / Designated Bookkeeper
46		Romelyn G. Martinete	Administrative Assistant III
47	Tuburan National High School	Melvin Derramas	Administrative Assistant III



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**LIST OF FACILITATORS**

No.	Office	Name	Position/ Designation
1	SDO	Marjorie A. Bayhon, MPA	OIC – Administrative Officer V (Budget)
2	SDO	Viene Dee D. Calizo	Administrative Assistant III
3	SDO	Andy Van Albert C. Artates	Administrative Assistant III
4	SDO	Ma. Arianne A. Barrientos	Administrative Assistant II
5	SDO	Marie Joe A. Alaba	Administrative Assistant III
6	SDO	Arnel D. Bentazal	Administrative Assistant III

Enclosure No. 2 to DM No. 046, s. 2024



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TRAINING MATRIX

**PROCESSES FOR SECONDARY IMPLEMENTING UNITS**

	<b>Day 1 February 1, 2024</b>	<b>Day 2 February 2, 2024</b>
7:00 - 8:00		Breakfast
8:00 - 9:00	Registration	Morning Prayer/recap
9:00 - 9:30	Opening Program	Workshop: Continuation of Encoding in BP Forms
9:30 - 12:00	Lecture: Orientation on the Budget Monitoring Program and Its updates	Workshop: <i>Continuation...</i>
12:00 - 1:00	Lunch	Lunch
1:00 - 2:00	Workshop: Generating reports/data from BMS program to be used in different reports (flash reports, FARs, APR, etc.)	Workshop: Checking of reports
2:00 - 3:00	Lecture: Introduction of Budget Proposals (BP Forms) for FY 2025	Workshop: Checking of reports
3:00 - 5:00	Workshop: Encoding of proposals in BP Forms	Workshop: Checking of reports
5:00 - 6:00		<b>CLOSING PROGRAM</b>
6:00 - 7:00	Dinner	