



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

01 OCT 2025

DIVISION MEMORANDUM  
No. 481 s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 452, S. 2025  
TRAINING - WORKSHOP ON THE PREPARATION, RECONCILIATION,  
COLLECTION AND CONSOLIDATION OF 3<sup>RD</sup> QUARTER OF FY 2025  
FINANCIAL AND BUDGETARY REPORTS**

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

1. Relative to Division Memorandum No. 452, s. 2025, titled **Training - Workshop on the Preparation, Reconciliation, Collection and Consolidation Of 3<sup>rd</sup> Quarter of FY 2025 Financial and Budgetary** scheduled on **October 1-3, 2025**, please be informed that the venue of the said activity will be at **Hotel Veronica, Pueblo de Panay, Roxas City**.
2. The Training Matrix is shown in Enclosure No. 1.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent  
8

Encl.: Division Memorandum No. 452 s. 2025  
Reference: As stated.  
To be indicated in the Perpetual Index  
under the following subject;

WORKSHOP                      REPORTS



Address: Banica, Roxas City  
Contact Number: (036) 520 0696  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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

**Enclosure No. 1 – Training Matrix**

Date	Time	Activity
<b>October 1, 2025</b>	8:00 am – 8:30 am	Arrival and Registration
	8:31 am – 9:00 am	Opening Program
	9:31 am – 10:30 am	Session 1: Reimbursement
	10:31 am – 12:00 pm	Session 2: MOOE Checklist & Eligible Expenses
	12:01 pm – 1:00 pm	Lunch Break
	1:01 pm – 2:30 pm	Session 3: Liquidation Report and Cash Disbursement Report
	2:31 pm – 4:00 pm	Session 4: Procurement and Payment Process Flow
	4:01 pm – 5:30 pm	Session 5: Travel Expenses
<b>October 2, 2025</b>	8:00 am – 8:30 am	Morning Preliminaries
	8:31 am – 9:00 am	MOL (Management of Learnings)
	9:01 am – 12:00 pm	Workshop 1: Checking of BMS
	12:01 pm – 1:00 pm	Lunch Break
	1:01 pm – 5:00 pm	Continuation of Workshop Proper: Checking of BMS
<b>October 3, 2025</b>	8:00 am – 8:30 am	Morning Preliminaries
	8:31 am – 12:00 pm	Workshop 2: BMS vs Enhanced Flash Report
	12:01 pm – 1:00 pm	Lunch Break
	1:01 pm – 4:30 pm	Continuation of Workshop Proper: BMS vs Enhanced Flash Report
	4:31 pm – 5:00 pm	Awarding of Certificates / Closing Program