



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 3RD 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 3rd 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

Encl.: Division Memorandum No. 452 s. 2025
Reference: As stated.

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

WORKSHOP

REPORTS



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Enclosure No. 1 – Training Matrix

Date	Time	Activity
October 1, 2025	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
October 2, 2025	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
October 3, 2025	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