



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

27 MAR 2026

**DIVISION MEMORANDUM**

No. 151 s. 2026

**CONDUCT OF CAPABILITY TRAINING FOR FINANCE PERSONNEL ON  
FINANCIAL AND BUDGETARY PROCESSES AND  
KEY FINANCIAL REPORTING SYSTEMS**

To: Heads of Public Secondary Implementing Units  
Accountants, Bookkeepers, & Administrative Officers / Administrative  
Assistants of Secondary Implementing Units  
All Others Concerned

1. This Office, through the Finance Unit, will conduct a **Capability Training for Finance Personnel on Financial and Budgetary Processes and Key Financial Reporting Systems** on April 7–8, 2026. The venue shall be announced later.
2. The activity aims to:
  - Ensure the timely submission of accurate and complete First Quarter Financial and Budgetary Reports to all oversight agencies/offices;
  - Strengthen financial management competencies and promote a uniform understanding and application of existing and newly introduced financial systems; and
  - Address issues and concerns related to financial and budgetary reporting.
3. The activity will be participated in by the following:
  - a. Accountant/Bookkeeper of the 42 Secondary Implementing Units;
  - b. Administrative Officer II/Administrative Assistant (one per school).
4. The Program Management Team and the Program Matrix are found in Enclosures 1 and 2, respectively. Attendance is mandatory.
5. Participants are requested to bring the following:
  - a. Laptops and portable Wi-Fi;
  - b. Financial Reports (Accounting):
    - FAR 4 for the month of March 2026;
    - Schedule and Aging of Cash Advances as of March 31, 2026;
    - Annex 3-1 as of March 31, 2026;
  - c. Budget Reports:
    - Soft copy of BMS;
    - Printed copies of SAROs and Sub-AROs received for FY 2026;



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- Printed copies of BMS-generated Annex A, Quick Status, and FAR 1 (Current and Continuing);
  - Enhanced Flash Report (encoded in MS Link).
6. A registration fee of **Two Thousand Eight Hundred Pesos (PhP 2,800.00)** shall be collected from each participant to cover expenses for food, accommodation, training supplies, and materials. Travel and incidental expenses shall be charged against their respective school MOOE funds. Meanwhile, expenses for the food of the Program Management Team (PMT) involved in this activity shall be charged to Division MOOE funds, subject to the usual accounting and auditing rules and regulations.
  7. A link for the post-evaluation of the activity will be shared with the participants near the end of the program and shall serve as the basis for the issuance of the Certificate of Participation.
  8. This Memorandum shall serve as the Authority to Travel of the participants.
  9. It is understood that in the conduct of this activity, there shall be no discrimination on the basis of age, gender, civil status, disability, religion, or similar factors, and other personal circumstances inconsistent with the principles of equal opportunity
  10. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated.  
Reference: As stated.  
To be indicated in the Perpetual Index  
under the following subject:

ORIENTATION      SEMINARS      TRAININGS



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**Enclosure No. 1 – Program Management Team**

<b>Roles</b>	<b>Persons Involved</b>
Overall Program Lead	<b>Roel F. Bermejo</b> Schools Division Superintendent  <b>Luz U. Banson</b> Assistant Schools Division Superintendent
Training Manager	<b>Cecil Joy D. Diocson</b> Administrative Officer V (Budget)  <b>Denmark L. Llanera</b> Accountant III
<b>Members</b>	
<p style="text-align: center;"><b>Viene Dee D. Calizo</b> Administrative Assistant III</p> <p style="text-align: center;"><b>Antonio Core Jr.</b> Administrative Assistant III</p> <p style="text-align: center;"><b>Marijoe A. Alaba</b> Administrative Assistant III</p> <p style="text-align: center;"><b>Jenny B. Bigcas</b> Administrative Officer II</p> <p style="text-align: center;"><b>Resyl D. Mirasol</b> Administrative Assistant III</p> <p style="text-align: center;"><b>Cerele Villagracia</b> Administrative Aide VI</p> <p style="text-align: center;"><b>Jamie Rose Magsila</b> Administrative Aide I</p> <p style="text-align: center;"><b>Miselyn Layno</b> Administrative Assistant II</p> <p style="text-align: center;"><b>Felorda Aguilos</b> Administrative Aide VI</p>	



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**Enclosure No. 2 – Program Matrix**

<b>Time</b>	<b>Activities</b>	<b>Persons Involved</b>
<b>DAY 1</b>		
8:00 – 8:30 AM	Arrival and Registration	
8:30 – 8:45 AM	Opening Program	
8:45 – 9:00 AM	Welcome Remarks/Words of Inspiration	<b>Roel F. Bermejo</b> Schools Division Superintendent
9:00 -9:15 AM	Statement of Purpose and Objectives	<b>Cecil Joy D. Diocson</b> Administrative Officer V - Budget
9:15 – 9:30 AM	Health Break	
9:30 – 12:00 PM	Introduction of EFRS 2026/ Issues and Concerns	<b>Antonio Core Jr.</b> Administrative Assistant III  <b>Denmark L. Llanera</b> Accountant III
12:00 – 1:00 PM	Lunch Break	
1:00 – 1:15 PM	Ice Breaker	
1:15 – 5:00 PM	Re-Orientation on BMS and URS/ Issues and Concerns	<b>Vienne Dee Calizo</b> Administrative Assistant III  <b>Cecil Joy D. Diocson</b> Administrative Officer V - Budget
5:00 – 7:00 PM	Dinner	
<b>DAY 2</b>		
6:00 – 8:00 AM	Breakfast	
8:00 – 8:30 AM	Morning Preliminaries	
8:30 – 12:00 PM	Continuation of Workshop	
12:00 – 1:00 PM	Lunch Break	
1:00 – 1:15 PM	Ice Breaker	
1:15 – 5:00 PM	Continuation of Workshop	
5:00 – 7:00 PM	Closing Program	

*d*



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