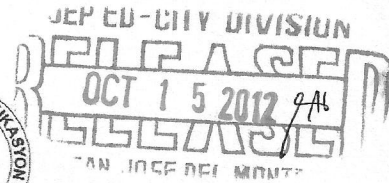




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



October 11, 2012

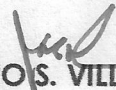
**DIVISION MEMORANDUM**

No. 190, s. 2012

**DIVISION SEMINAR-WORKSHOP ON THE ROLL-OUT OF THE BUDGET MONITORING (BMS)  
AND RECONCILIATION OF RELEASES, PREPARATION & CONSOLIDATION OF CY 2012 3<sup>RD</sup>  
QUARTER FINANCIAL REPORTS**

To: **All Fiscally Autonomous Secondary School Principals  
All Accountants / Bookkeepers**

1. In preparation for upcoming Regional Consolidation of Financial Reports, the City Schools Division, City of San Jose del Monte will conduct a Division Seminar-Workshop on the Roll-Out of the Budget Monitoring (BMS) and Reconciliation of Releases, Preparation & Consolidation of CY 2012 3<sup>rd</sup> Quarter Financial Reports on October 17 – 19, 2012 at the Hidden Sanctuary Hotel and Resort, Marilao, Bulacan.
2. Participants to this seminar-workshop are the fiscal staff of the Division Office Proper and Secondary School Implementing Units within the division.
3. The objectives of this training are:
  - a. to improve the recording system and data gathering pertaining to the budget allotment and utilization through application of BMS;
  - b. to reconcile allotment and NCA/NTA releases;
  - b. to finalize individual financial reports;
  - c. to review and consolidate reports at Division level; and
  - d. to update members of the group on financial matters, discuss and resolve local issues and at the same time facilitates the Regional consolidation.
4. Lunch and snacks are chargeable against INSET Fund.
5. Attendance of all concerned is a must.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. AMANCIO S. VILLAMEJOR, JR., CESO IV**  
Schools Division Superintendent