



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-28150



April 04, 2017

DIVISION MEMORANDUM

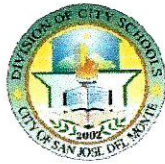
No. 52, s. 2017

To: All Personnel concerned

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,
Preparation & Consolidation of CY2017 1st Quarterly Financial Reports AND
Orientation on eFRS and eBMS to Non-IUs**

1. This Office announces the conduct of Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 1st Quarterly Financial Reports and Orientation on eFRS and eBMS to Non-IUs on April 6-7, 2017 at Klir Waterpark Resort, Guiguinto, Bulacan.
2. This activity aims to:
 - a. Facilitate preparation, review, consolidation and submission of Budget and Accountability Reports (BFARS) and other reports to the Department of Budget and Management (DBM), Commission on Audit (COA) and other oversight agencies within the prescribed deadline;
 - b. Reconcile the allotment and Notice of Cash Allocation (NCA) releases, finalize individual reports, review, harmonize and consolidate at the Division Level;
 - c. Provide an overview of eFRS and eBMS,
 - d. Equip the finance people of Non-IUs with the necessary skills on how to use the systems;
 - e. Coach them on how to generate reports; and to
 - f. Inform them on the importance of preparation and submission of Complete, Accurate, Reliable and Timely Financial Reports
 - g. Build capacity of financial staff of the Division Office, Implementing as well as Non-Implementing Units.
3. Participants are as indicated in Enclosure No. 1.
4. Enclosure No. 2 shows Program of Activities
5. Participants are advised to bring their necessary records, materials, laptop computers and other equipment to ensure that the required outputs will be accomplished.
6. Expenses for the activity are to be charged against the Division INSET Funds subject to the usual accounting and auditing rules and regulations.
7. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 52, s. 2017

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,
Preparation & Consolidation of CY2017 1st Quarterly Financial Reports AND
Orientation on eFRS and eBMS to Non-IUs
Klir Waterpark Resort
April 6-7, 2017**

LIST OF PARTICIPANTS

No.	Name	Office	Position
1	Kristine Joy Daluz-Quezada	DO	Accountant III
2	Orlando D. Gonzales	DO	Budget Officer III
3	Maria Ursula Ninfa s. Doctolero	DO	ADAS III
4	Nenette M. Gomez	DO	ADAS III
5	Rosalinda Parfiñan	DO	ADAS III
6	Maxima L. Biglang-awa	DO	ADAS II
7	Regenald D. Serrano	DO	ADAS I
8	Marlin S. Valdez	DO	Support Staff
9	Lani S. Victorio	DO	EPIP staff
10	Aileen Gay O. San Diego	DO	Provident Fund clerk
11	Marianne C. De Dios	Sapang NHS	Accountant I
12	Lilia Deligero	SJDM Natl Trade School	Accountant I
13	Doris M. Agbulos	Paradise Farms NHS	ADAS III
14	Rhoel Q. Sanoy	SJDM NHS	ADAS III
15	Diomedes G. Millano	Muzon NHS	ADAS III
16	Maria Capitle	Towerville NHS	ADAS III
17	Sunshine D. Flores	San Martin HS	ADAS III
18	Maria Contessa E. Sese	San Martin HS	ADAS II
19	Angelito M. Gaitero	Minuyan HS	ADAS III
20	Ma. Elisa B. Balmeo	Graceville HS	ADAS III
21	Baby Ruth D. Pablo	Graceville HS	ADAS II



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Enclosure No. 2 to Division Memorandum No. 52, s. 2017

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PROGRAM OF ACTIVITIES

TIME	PARTICULARS	
DAY 1 – April 6, 2017		
7:45 – 8:30 AM	Registration	Lani S. Victorio
8:30 – 10:00 AM	Opening Program	
	National Anthem	Aileen Gay O. San Diego
	Prayer	Maxima L. Biglang-awa
	Opening Message	SDS Germelina H. Pascual, CESO V
	Objectives	Orlando D. Gonzales
10:00 – 10:15 AM	SNACKS	
10:15 – 12:00 NN	WORKSHOP PROPER	
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	CONTINUATION OF WORKSHOP	
3:00 – 3:15 PM	SNACKS	
3:15 – 6:00 PM	CONTINUATION OF WORKSHOP	
6:00 – 7:00 PM	DINNER	
DAY 2 – April 7, 2017		
7:00 – 8:00 AM	BREAKFAST	
8:00 – 10:00 AM	Checking of Reports	
	Accounting	Kristine Joy Daluz-Quezada
	Budget	Orlando D. Gonzales
10:00 – 10:15 AM	SNACKS	
10:15 – 12:00 NN	Consolidation of Reports	
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	Finalization of Reports	
3:00 – 3:15 PM	SNACKS	
3:15 – 4:00 PM	Closing Program	
	National Anthem	Maria Ursula Ninfa S. Doctolero
	Prayer	Rosalinda F. Perfiñan
	Closing Remarks	ASDS Maria Carmen P. Cuenco, Ed,D
	Distribution of Certificates	
4:00 PM	Home Sweet Home	

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