



June 20, 2017

DIVISION MEMORANDUM

No. 93 s. 2017

To: Secondary Schools with Financial Staff

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,
Preparation and Consolidation of CY2017 Mid-Year Financial Reports AND
Electronic Modified Disbursement System (eMDS)**

1. This Office announces the conduct of Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 Mid-Year Financial Reports and Electronic Modified Disbursement System (eMDS) on June 28-30, 2017 at Klir Waterpark Resort & Hotel 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. Impart knowledge on eMDS and enhance skills in the preparation of FINDES; and
 - d. Build capacity of financial staff of the Division Office and Implementing Units as well as Non-Implementing Units with financial staff.
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. Non-fiscally autonomous schools are also advised to bring their BMS as of June 2017.
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



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



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Enclosure No. 1 to Division Memorandum No. 93, s. 2017

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,
Preparation and Consolidation of CY2017 Mid-Year Financial Reports
and Electronic Modified Disbursement System (eMDS)
June 28-30, 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	Jeanny G. Roldan	DO	Cashier II
4	Maria Ursula Ninfa s. Doctolero	DO	ADAS III
5	Nenette M. Gomez	DO	ADAS III
6	Rosalinda F. Parfiñan	DO	ADAS III
7	Maxima L. Biglang-awa	DO	ADAS II
8	Regenald D. Serrano	DO	ADAS I
9	Jonie-May S. Francisco	DO	Admin. Aide VI
10	Lani S. Victorio	DO	EPIP staff
11	Aileen Gay O. San Diego	DO	Provident Fund clerk
12	Marianne C. De Dios	Sapang Palay NHS	Accountant I
13	Ruchelle Z. Torres	Sapang Palay NHS	Cashier I
14	Lilia Deligero	SJDM Natl Trade School	Accountant I
15	Grace Ann Lomotan	SJDM Natl Trade School	Cashier I
16	Doris M. Agbulos	Paradise Farms NHS	ADAS III
17	Mylene A. Punzalan	Paradise Farms NHS	ADAS II
18	Rhoel Q. Sanoy	SJDM NHS	ADAS III
19	Maria Angelita A. Estrada	SJDM NHS	ADAS II
20	Diomedes G. Millano	Muzon NHS	ADAS III
21	Crystel Manalansan	Muzon NHS	ADAS II
22	Maria S. Capitle	Towerville NHS	ADAS III
23	Edric G. Joson	Towerville NHS	ADAS II
24	Sunshine D. Flores	San Martin HS	ADAS III
25	Maria Contessa E. Sese	San Martin HS	ADAS II
26	Angelito M. Gaitero	Minuyan HS	ADAS III
27	Ma. Elisa B. Balmeo	Graceville HS	ADAS III
28	Baby Ruth D. Pablo	Graceville HS	ADAS II
29	Sherylyn M. Robes	Kakawate HS	ADAS III
30	April F. Herrera	Kakawate HS	ADAS II

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Enclosure No. 2 to Division Memorandum No. 93, s. 2017

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 June 28-30, 2017**

PROGRAM OF ACTIVITIES

TIME		PARTICULARS	
DAY 1 – JUNE 28, 2017			
7:45 – 8:30 AM	Registration	Lani S. Victorio / Aileen Gay O. San Diego	
8:30 – 10:00 AM	Opening Program		
	National Anthem	Nenette M. Gomez	
	Prayer	Rosalinda F. Parfiñan	
	Opening Message	SDS Germelina H. Pascual, CESO V	
	Objectives	Objectives	
10:00 – 10:15 AM	SNACKS		
10:15 – 12:00 NN	Cash Management and Control	Jeanny G. Roldan	
12:00 – 1:00 PM	LUNCH		
1:00 – 3:00 PM	WORKSHOP		
3:00 – 3:15 PM	SNACKS		
3:15 – 6:00 PM	WORKSHOP		
6:00 – 7:00 PM	DINNER		
DAY 2 – JUNE 29, 2017			
7:00 – 8:00 AM	BREAKFAST		
8:00 – 10:00 AM	Electronic Modified Disbursement System (eMDS)	Jeanny G. Roldan	
10:00 – 10:15 AM	SNACKS		
10:15 – 12:00 NN	WORKSHOP		
12:00 – 1:00 PM	LUNCH		
1:00 – 3:00 PM	WORKSHOP		
3:00 – 3:15 PM	SNACKS		
3:15 – 6:00 PM	PRESENTATION OF OUTPUT		
6:00 – 7:00 PM	DINNER		
DAY 3 – JUNE 30, 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		
4:00 PM	Home Sweet Home		

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