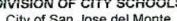
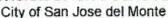


Republic of the Philippines DEPARTMENT OF EDUCATION Region III DIVISION OF CITY SCHOOLS







June 20, 2017

DIVISION MEMORANDUM

website: www.depedo

No. 3 . s. 2017

To: Secondary Schools with Financial Staff

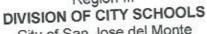
> Division Seminar-Workshop on Reconciliation of Allotment and Releases, Preparation and Consolidation of CY2017 Mid-Year Financial Reports AND Electronic Modified Disbursement System (eMDS)

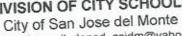
- This Office announces the conduct of Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 Mid-Year Financial Reports and Electronic Modified Disbursement System (eMDS) on June 28-30, 2017 at Klir Waterpark Resort & Hotel Guiguinto, Bulacan.
- This activity aims to:
 - 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;
 - Reconcile the allotment and Notice of Cash Allocation (NCA) releases, finalize individual reports, review, harmonize and consolidate at the Division Level;
 - 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.
- 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. Nonfiscally 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.

GERMÉLINA H. PASCUAL, CESO V Schools Division Superintendent



Republic of the Philippines DEPARTMENT OF EDUCATION Region III







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

Enclosure No. 1 to Division Memorandum No. 9 3, s. 2017

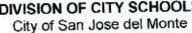
Division Seminar-Workshop on Reconciliation of Allotment and Releases, Preparation and Consolidation of CY2017 Mid-Year Financial Reports and Electronic Modified Disbursement System (eMDS) June 28-30, 2017

LIST OF PARTICIPANTS

		Office	Position
No.	Name	DO	Accountant III
1	Kristine Joy Daluz-Quezada	DO	Budget Officer III
2	Orlando D. Gonzales	DO	Cashier II
3	Jeanny G. Roldan	DO	ADAS III
4	Maria Ursula Ninfa s. Doctolero	DO	ADAS III
5	Nenette M. Gomez	DO	ADAS III
6	Rosalinda F. Parfiñan	DO	ADAS II
7	Maxima L. Biglang-awa	DO	ADAS I
8	Regenald D. Serrano	DO	Admin. Aide VI
9	Jonie-May S. Francisco	DO	EPIP staff
10	Lani S. Victorio	DO	Provident Fund clerk
11	Aileen Gay O. San Diego	Sapang Palay NHS	Accountant I
12	Marianne C. De Dios	Sapang Palay NHS	Cashier I
13	Ruchelle Z. Torres	SJDM Natl Trade School	Accountant I
14	Lilia Deligero	SJDM Natl Trade School	Cashier I
15	Grace Ann Lomotan	Paradise Farms NHS	ADAS III
16	Doris M. Agbulos	Paradise Farms NHS	ADAS II
17	Mylene A. Punzalan	SJDM NHS	ADAS III
18	Rhoel Q. Sanoy	SJDM NHS	ADAS II
19	Maria Angelita A. Estrada	Muzon NHS	ADAS III
20	Diomedes G. Millano	Muzon NHS	ADAS II
21	Crystel Manalansan	Towerville NHS	ADAS III
22	Maria S. Capitle	Towerville NHS	ADAS II
23	Edric G. Joson	San Martin HS	ADAS III
24	Sunshine D. Flores	San Martin HS	ADAS II
25	Maria Contessa E. Sese		ADAS III
26		Minuyan HS Graceville HS	ADAS III
27	Ma. Elisa B. Balmeo		ADAS II
28	Baby Ruth D. Pablo	Graceville HS Kakawate HS	ADAS III
29	Sherylyn M. Robes	Kakawate HS	ADAS II
30	April F. Herrera	Kakawate HS	1



Republic of the Philippines DEPARTMENT OF EDUCATION Region III DIVISION OF CITY SCHOOLS





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Enclosure No. 2 to Division Memorandum No. 23, 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

PROGRAM OF ACTIVITIES

	PROGRAM OF ACTIVITIES		
TIME	CULARS		
DAY 1 - JUNE 28, 2017			
7:45 – 8:30 AM	Registration	Lani S. Victorio / Aileen Gay O. San Diego	
	Opening Program		
	National Anthem Nenette M. Gomez		
8:30 - 10:00 AM	Prayer	Rosalinda F. Parfiñan	
0.50	Opening Message	SDS Germelina H. Pascual, CESO V	
	Objectives	Objectives	
10:00 - 10:15 AM	SNA	ACKS	
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		AKFAST	
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	410		
7:00 - 8:00 AM	BREAKFAST		
8:00 - 10:00 AM		g of Reports	
	Accounting	Kristine Joy Daluz-Quezada	
	Budget	Orlando D. Gonzales	
10:00 - 10:15 AM		NACKS	
10:15 - 12:00 NN	Consolidation of Reports		
12:00 - 1:00 PM			
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 S	Home Sweet Home	