



Republic of the Philippines

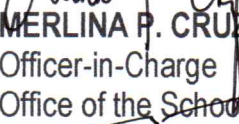
# DEPARTMENT OF EDUCATION

Schools Division of San Jose del Monte City



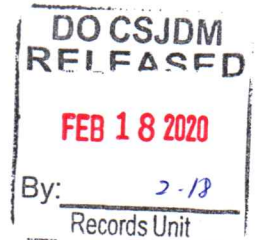
## MEMORANDUM

To : Fiscally Autonomous Secondary School Heads

From :   
**MERLINA P. CRUZ PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

Subject : **GUIDELINES PRESCRIBING SUBMISSION OF ENHANCED FINANCIAL REPORTING SYSTEM AND BUDGET MONITORING SYSTEM**

Date : February 18, 2020



### 1.0 Rationale

EFRS which stands for Enhanced Financial Reporting System and BMS which stands for Budget Monitoring System are systems used by DepEd for recording various financial data and consequently generating reports as required by the oversight agencies such as COA and DBM.

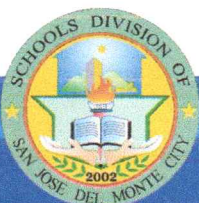
Compliance of Fiscally Autonomous Secondary Schools on the submission of such system to the Schools Division Office – Finance Services is needed to ensure timely availability of complete reports and relevant information to oversight agencies.

### 2.0 Objectives

- 2.1 To ensure strict compliance with the submission of updated eFRS and BMS; and
- 2.2 To ensure uniformity in recording and reporting of financial data.

### 3.0 Guidelines and Timelines

- 3.1 Accountant/Senior Bookkeeper and ADAS II for Finance of all Fiscally Autonomous Secondary Schools shall submit eFRS and BMS, respectively, to the SDO-Finance Services.
- 3.2 Accountant/Senior Bookkeeper and ADAS II for Finance of all Fiscally Autonomous Secondary Schools shall report to the SDO-Finance Services for checking and reconciliation, in accordance with the following schedule:



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Management System ISO 9001:2015  
Certificate Registration No. 50500738 QM15



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Schedule	Implementing Unit
Four (4) days after end of each month	Paradise Farms National High School
	Towerville National High School
	Minuyan National High School
	San Martin National High School
	Graceville National High School
Five (5) days after end of each month	San Jose del Monte National High School
	Sapang Palay National High School
	San Jose del Monte National High School
	Muzon National High School

- 3.3 Should the scheduled submission falls on a holiday or non-working day, submission of such updated systems shall be on the next working day.

#### 4.0 Effectivity

This Memorandum shall take effect immediately.

osds/acctg/kjdq  
ACCTG-2020-02-039



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