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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

September 12, 2022

DIVISION MEMORANDUM:

No. 175 s. 2022

**SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2022
THIRD QUARTER FINANCIAL REPORTS**

TO:

**SDO Accountant
SDO Administrative Officer V (Budget)
School Heads of Implementing Units
Selected SDO Accounting Personnel
School Accountants/Senior Bookkeepers of Implementing Units
All Other Concerned**

1. The Division Seminar/Workshop on the Preparation of CY 2022 Mid-Year Financial Reports spearheaded by the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units, Inc. will be held on September 29-30, 2022, at Vitton Beach Resort, Dancalan, Donsol, Sorsogon.
2. The 2-Day activity aims to:
 - a. Ensure the updated and timely preparation and submission of budgetary and financial reports as of September 30, 2022, to be consolidated by the Division Office;
 - b. Intensive and in-depth discussion and re-orientation of Budget Monitoring System (BMS) and Enhanced Financial Reporting System (EFRS);
 - c. Provide updates on the Status of the Submission of Budgetary and Financial Reports, online submission of FARS through Unified Reporting System (URS), and
 - d. Address other related financial issues and concerns.



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3. The target participants from the DBM Regional Office, Division Office and IU's are as follows;
- 4.

DBM Regional Office / Guest	No. of pax
• Budget Management Specialist II	1
Division Office	
• Schools Division Superintendent	1
• State Auditor II	1
• SDO Accountant III	1
• SDO Administrative Officer V (Budget)	1
• SDO Accounting and Budget Personnel	4
Secondary Implementing Units	
• Accountant I and Senior Bookkeepers	36
TOTAL	45

5. Participants are instructed to bring their laptops, New USB Flash Drive, Extension wires, External Hard Drive (back-up) and all necessary documents needed in the preparation of financial reports.
6. Enhanced Financial Reporting System (EFRS), Budget Monitoring System (BMS) and Unified Reporting System (URS) reports as of September 30, 2022 are expected to be submitted at the end of the workshop on Day 2.
7. Travel expenses and a registration fee of Four thousand (P 4,000.00) pesos per participant, which shall cover the board and lodging, meals, training materials and other expenses relative to the workshop shall be charged to local funds subject to usual accounting and auditing rules and regulations.
8. The workshop will start at 8:00AM of September 29 and will end on September 30. Participants are expected to come on time. The First meal to be served is AM Snacks on Day 1 while last meal is lunch on Day 2.



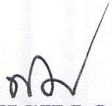
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9. For other details, please contact **Lowie N. Villa**, Association President at mobile number (0951)7598060 or email at lowie.villa@deped.gov.ph.
10. For information, guidance, and compliance of all concerned. Immediate dissemination of this Memorandum is earnestly desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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