



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

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March 16, 2023

**DIVISION MEMORANDUM:**

No. 063 s. 2023

**INTENSIVE TRAINING CUM SEMINAR/WORKSHOP  
ON THE PREPARATION OF CY 2023  
FIRST 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  
Administrative Assistants In-Charge in the Preparation of Reports  
All Other Concerned**

1. The Division Intensive Training cum Seminar/Workshop on the Preparation of CY 2023 First Quarter Financial Reports spearheaded by the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units, Inc. will be held on March 29-31, 2023. The venue will be announced later through an advisory.
2. The 3-Day activity aims to:
  - a. Capacitate the participants and provide technical assistance to newly appointed Accountants, Senior Bookkeepers and Administrative Assistants.
  - b. Improve the recording system and data gathering pertaining to the budget allotment and utilization.
  - c. Fast-track the consolidation/integration of the financial reports from implementing units.
  - d. Intensive and Hands-On training on the preparation of reports using BMS, EFRS and URS.



Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





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- e. Be able to submit Quality, Timely and Error-free Budget and Financial Accountability Reports prescribed by the DepED Regional Office and Commission on Audit.
  - f. Address other related financial issues and concerns.
3. The target participants from the DBM Regional Office, Division Office and IU's are as follows;
  - 4.

<b>Division Office</b>	<b>No. of pax</b>
• Schools Division Superintendent	1
• SDO Accountant III	1
• SDO Administrative Officer V (Budget)	1
• SDO Accounting and Budget Personnel	4
<b>Secondary Implementing Units</b>	
• Accountant I and Senior Bookkeepers	36
<b>TOTAL</b>	<b>40</b>

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 March 31, 2023, are **strictly required** to be submitted at the end of the workshop.
7. Travel expenses and a registration fee of six thousand (P 6,000.00) 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 March 29 and will end on March 31. 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 3.



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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](mailto:lowie.villa@deped.gov.ph) or Secretary **Genesis B Lumberio** at mobile number (0910)4111094 or email at [genesis.lumberio@deped.gov.ph](mailto:genesis.lumberio@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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Republic of the Philippines  
Department of Education  
Region V – Bicol

**SCHOOLS DIVISION OF SORSOGON PROVINCE**

**Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units Inc.**

<b>I: TITLE</b>	<b>INTENSIVE TRAINING FOR BMS, EFRS, URS ENCODING CUM SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2023 FIRST QUARTER FINANCIAL REPORTS</b>
<b>II: PROPONENTS</b>	<b>LOWIE N. VILLA</b> Proponent, President
	<b>GENESIS B. LUMBERIO</b> Co-proponent, Secretary
	<b>AASBSIU, Inc.</b>
<b>Date of Workshop:</b>	<b>March 29-31, 2023</b>
<b>PARTICIPANTS:</b>	<b>Finance Officers and Staff In-Charge of Preparation of Financial and Budgetary Reports of 27 Implementing Units of DepEd Sorsogon provinces, SDO-Accountant and Budget officer, and selected staff from SDO Accounting and Budget office.</b>

### III: RATIONALE

School Finance Unit plays a vital role in providing quality education by promoting high value of accountability and transparency through quality, efficient and timely submission of budget and financial accountability reports. Accountants, Senior Bookkeepers and Administrative Assistants who are in-charge of reports preparation must be well-competent to coup up with the updated versions of programs being used in preparation and consolidation of reports monthly, quarterly, semi-annually, and yearly.

Thus, the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units Inc. shall conduct this seminar-workshop to facilitate the preparation, review, consolidation, and submission of financial reportorial requirements of DepEd ROV, Department of Budget and Management (DBM), Commission on Audit (COA) and other oversight agencies.

### IV. OBJECTIVES:

The seminar/workshop aims to:

- a. Capacitate the participants and provide technical assistance to newly appointed Accountants, Senior Bookkeepers and Administrative Assistants.
- b. Improve the recording system and data gathering pertaining to the budget allotment and utilization.
- c. Fast-track the consolidation/integration of the financial reports from implementing units.
- d. Intensive and Hands-On training on the preparation of reports using BMS, EFRS and URS.
- e. Be able to submit Quality, Timely and Error-free Budget and Financial Accountability Reports prescribed by the DepED Regional Office and Commission on Audit.

**V. COMMITTEES:**

Executive Committee

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

**PAUL ANDY B. DEBLOIS**  
Accountant III

**VALENTINA E HUGO**  
AOV- Finance

Technical Working Committees

**LOWIE N. VILLA**  
Over-All Chairman

**ALEX D. GILLEGO**  
Co-Chairman

Committee on Venue and Accommodation

Chairman: **Karen S Collera**  
Members: **Casiguran, Irosin and Magallanes**  
**Participants**

Committee on Documentation

Chairman: **Dennis Jardiolin**  
Members: **Gubat and Pto Diaz**  
**Participants**

Committee on Programme and Certificates

Chairman: **Genesis B Lumberio**  
Members: **Donsol, Pilar and**  
**Castilla Participants**

Committee on Registration

Chairman: **Marvin S Jeresano**  
Co-Chair: **Joan Manalo**  
Members: **Juban, Bulan, Matnog**  
**Participants**

Committee on Auxiliary Services

Chairman: **Oliver E Escobedo**  
Members: **Bulusan, Barcelona and Sta**  
**Magdalena Participants**

**VI. PROGRAMME:**

<b>TIME</b>	<b>FLOW OF ACTIVITY</b>
<b>DAY 0: March 28,2023</b>	
8:00 – 5:00 PM	Arrival of Committees
<b>DAY 1: March 29,2023</b>	
8:00 – 9:00 AM	Arrival and Registration of Participants
9:01 – 9:30 AM	Opening Preliminaries Prayer – AVP National Anthem - AVP Welcome Message - Karen S Collera Inspirational Message – <i>Jose L. Doncillo, CESO V</i> Schools Division Superintendent Presentation of Participants – Genesis B Lumberio Statement of Purpose - Lowie N Villa
9:30 – 12:00 NN	Topic: Budget Monitoring System (BMS) version 2023

	<p>Trainers:  Jose Rommel Digo  Lowie Villa  Oliver Escobedo  Mercedes Gabuyo  Dennis Jardiolin  Cherry Buendia</p>
<b>LUNCH BREAK</b>	
1:00 – 7:00 PM	Workshop proper: Budget Monitoring System (BMS) <ul style="list-style-type: none"> <li>- HANDS -ON Training</li> <li>- Actual Preparation of BMS for March 2023</li> <li>- Checking of Outputs</li> <li>- Integration of Data and Consolidation of BMS for March 2023</li> </ul>
<b>DAY 2: March 30,2023</b>	
8:00 – 10:00 AM	<p>Topic: Enhanced Financial Reporting System (EFRS) version 2023</p> <p>Trainers:  Orlando Duka Jr  Marvin Jeresano  Cherry Buendia  Alex Gillego  Karen Collera</p>
10:01 -12:00 NN	Workshop Proper: Enhanced Financial Reporting System (EFRS) <ul style="list-style-type: none"> <li>- HANDS-ON Training</li> <li>- Actual Preparation of EFRS as of March 31, 2023</li> <li>- Checking of Outputs</li> <li>- Consolidation of Data</li> </ul>
<b>LUNCH BREAK</b>	
1:00 – 7:00 PM	Continuation of Workshop:  Enhanced Financial Reporting System (EFRS)
<b>DAY 3: March 30,2023</b>	
8:00 – 9:30 AM	<p>Topic: Unified Reporting System (URS) version 2.0</p> <p>Trainers:  Jose Romel Digo  Eilen Bachiller  Marvin Jeresano  Allan Estremera  Cherry Buendia  Lowie Villa  Ribb Garces</p>
9:31 – 12 NN	Workshop Proper: Unified Reporting System (URS)
<b>LUNCH BREAK</b>	
1:00-5PM	Checking of Outputs Submission of Reports

## VII. EXPECTED OUTPUTS

1. BMS report for March 2023
2. EFRS report for March 2023
3. In the URS the following reports are in submitted status: FAR 1, FAR 1A, FAR 1B, FAR 1C, FAR 2, FAR 3, FAR 4, FAR 5, FAR 6, SPMR as of March 31, 2023.
4. Google sheet of FAR 4 and ANNEX 3 updated for 1<sup>st</sup> quarter.

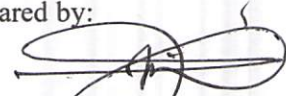
## VIII. PROJECT COST

Travel and other incidental expenses and a registration fee of Six thousand pesos (6,000.00) to cover the foods and accommodation, training kits and other relative expenses shall be charged to each participant subject to the usual accounting and auditing rules and regulations.

## IX. MONITORING AND EVALUATION


The implementation of the activity will be monitored by the SDO Budget Officer and SDO Accountant. Also, a narrative report will be prepared upon the completion of the activity.

Prepared by:



**LOWIE N. VILLA**  
President

Approved:



**JOSE L DONCILLO, CESO V**  
Schools Division Superintendent