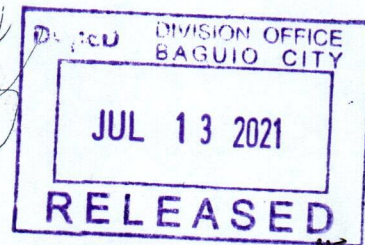




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



09 July 2021

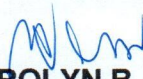
DIVISION MEMORANDUM

No. 197, series 2021

2021 Orientation on DepEd's Financial Systems cum 2nd Quarterly Coordination Meeting for Finance Personnel

TO : **Public Secondary School Heads (Implementing Units)
All Finance Personnel (Implementing and Non-Implementing Units)
All Finance Personnel (SDO Proper)
All Other Concerned**

1. Pursuant to COA-DBM Joint Circular No. 2019-1, the Schools Division Office through the Budget Section will be conducting the **2021 Orientation on the DepEd Financial Systems cum 2nd Quarterly Coordination Meeting for Finance Personnel for Batch 1 and 2 on July 21-23, 2021 and July, 28-30, 2021, respectively at the SDO Conference Hall, Baguio City.**
2. The conduct of the activity aims to
 - a. Orient and reorient finance personnel on the Budget Monitoring System (BMS) and Electronic Financial Reporting System;
 - b. Orientation on the Alternative Modes of Procurement
 - c. Review and consolidation of Midyear Financial Reports to be submitted to oversight agencies; and
 - d. Give updates on financial matters
3. Attached are the following documents for guidance and reference:
 - a. Enclosure 1 : List of Participants
 - b. Enclosure 2 : Training Matrix
4. Participants to this activity are requested to bring their own laptops and are strictly requested to observe health protocols during the conduct of the workshop.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



Republic of the Philippines
Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Enclosure 1 : List of Participants

July 21-23, 2021

Office/School	Name	Position Title
Baguio City NHS	1. Myline James	Admin. Officer IV
	2. Dhale Young	Admin. Asst. III
	3. Maria Balicag	Admin. Officer I
Pines City NHS	4. Rowena Dumaguin	Admin. Officer IV
	5. Wilson Wa-ay	Admin. Asst III
	6. Sharon Estocapio	Admin. Officer I
Irisan NHS	7. Cherry Padongnga	Admin. Asst. III
	8. Arlyn Andres	Admin. Asst. II
Guisand Valley NHS	9. Djaizzle Dacay	Admin. Asst. III
	10. Elvira Salisa	Admin. Asst. II
Magsaysay NHS	11. Jamie Lou Bartolome	Admin. Asst III
	12. Betty Mayaen	Admin. Asst II
Mil-an NHS	13. Joan Dumaguing	Admin. Asst. III
	14. Eryl Kate Milet	Admin. Asst. II
Roxas NHS	15. Patricia de Guzman	Admin. Asst III
	16. Kimberly Mae Tabora	Admin. Asst II

July 28 – 30, 2021

Office/School	Name	Position Title
Non-Implementing Units	1. Omar Olba	Admin. Asst. II
	2. Cherish Posadas	Admin. Asst III
	3. Katrina Oliva	Admin. Asst III
	4. Oliver Aspuria	Admin. Asst. II
	5. Marife Cachero	Admin. Asst III
	6. Bebsie Dizon	Admin. Asst III
	7. Elsa Rabara	Admin. Asst III
	8. Isheen Codley	Admin. Asst III
	9. Conrado Aguilar	Admin. Asst III
	10. Michaela Sepah	Admin. Asst. III
SDO Cash Unit	11. Ma. Milagros Galera	Admin. Officer II
	12. Beverly Busaing	Admin. Asst. III
Baguio City Science HS	13. Lesli Tongyofen	Admin. Officer II
SDO Accounting Section	14. Berzon Billy	Admin. Asst. III
	15. Helaine Joy Kimakim	Admin. Asst. III
	16. Honeylette Engeg	Admin. Asst. II
	17. Aiza Alban	Admin. Aide VI



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Enclosure No. 2 : Training Matrix

TRAINING MATRIX

	July 21/28, 2021	July 22/29, 2021	July 23/30, 2021
7:30am – 8:00am	REGISTRATION		
8:01am – 8:30am	OPENING ACTIVITIES	Financial Reporting System (Budget Management System – An Overview) (Belen Tomin)	Electronic Financial Reporting System (An Overview) (Lesli Tongyofen)
8:31am – 9:00am	INTRODUCTION/OVERVIEW		
9:01am – 10:00am	DepEd Budgeting System (Belen Tomin)	BMS – Program/Project Module (Christina Estigoy)	Electronic Financial Reporting System (EFRS) Module 1 (Lesli Tongyofen)
10:01am – 10:15am	HEALTH BREAK		
10:16 – 12:00am	School Based Financial Management (Lilibeth Degsi)	BMS – Registry of Allotments and Obligations Module (Christina Estigoy)	Electronic Financial Reporting System (EFRS) Module 2 (Lesli Tongyofen)
12:01pm – 1:00pm	LUNCH BREAK		
1:01PM – 3:00pm	Alternative Modes of Procurement Alex Cabarrubias (City Treasurer)	BMS – Disbursement Details (Current) and Prior Years (Haydee Yorie Dumarán)	Electronic Financial Reporting System (EFRS) Module 3 (Zeny Dee Aglasi)
3:01pm – 3:15 pm	HEALTH BREAK		
3:16pm - 5:00pm	Accounting and Disbursement Procedures (Lilibeth Degsi)	WORKSHOP on the BMS	Closing Activities



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguioicity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019