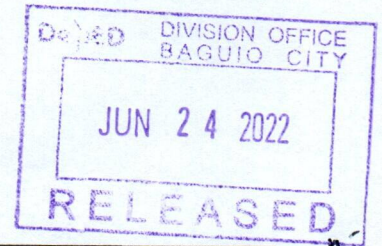




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 23, 2022

DIVISION MEMORANDUM

No. 181, s. 2022

**SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2022 MID-YEAR
FINANCIAL REPORTS**

To: **Public Secondary Schools Heads (Implementing Units)
Finance Personnel (SDO Proper and Implementing Units)
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 Seminar-Workshop on the Preparation of CY 2022 Mid-Year Financial Reports on **June 28 - 29, 2022** at **RITZ LEGARDA HOTEL** (33 Legarda Road, Baguio City).
2. The conduct of the activity aims to
 - a. Orient and reorient finance personnel on the Budget Monitoring System (BMS).
 - b. Review and consolidation of Midyear Financial Reports to be submitted to oversight agencies; and
 - c. 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.

FEDERICO P. MARTIN, CEEd, CESO V
Schools Division Superintendent

Enclosure: as stated
lft/xtee



"HANDANG MAG SERBISYO"

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ENCLOSURE 1: LIST OF PARTICIPANTS

Office/School	NAME	Position Title
SDO Budget Section	1. Belen Tomin	Budget Officer III
	2. Christina Estigoy	Admin. Officer II
	3. Aiza Alban	Admin. Aide VI
	4. Aira Mae L. Ongngad	Admin. Aide IV
Baguio City NHS	5. Myline James	Admin. Officer IV
	6. Delfin Ay-yang	Admin. Officer II
	7. Maria Balicag	Admin Officer I
Pines City National High School	8. Rowena Dumaguin	Admin. Officer IV
	9. Wilson Wa-ay	Admin. Asst. III
	10. Sharon Estocapio	Admin Officer I
Irisan National High School	11. Cherry Padonga	Admin. Asst. III
	12. Arlyn Andres	Admin. Asst. II
Guisad Valley NHS	13. Djaizzle Dacay	Admin. Officer II
	14. Elvie Salisa	Admin. Asst. II
Magsaysay NHS	15. Jamie Lou Bartolome	Admin. Officer II
	16. Betty Mayaen	Admin. Asst. II
Mil-an NHS	17. Joan Dumaguing	Admin. Asst. III
	18. Eryl Kate Millet	Admin. Asst. II
Roxas NHS	19. Patricia de Guzman	Admin. Officer II
SDO Clustered Bookkeepers	20. Cherish Posadas	Admin Asst III
	21. Katrina Oliva	Admin Asst III
	22. Kristine Gundran	Admin Asst II



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ENCLOSURE 2:

TRAINING MATRIX

	June 28, 2022	June 29, 2022
8:00am – 8:30am	REGISTRATION (Aira Mae Ongngad)	REGISTRATION
8:31am – 9:00am	Preliminary Activity (Aiza Alban) <ul style="list-style-type: none">➤ Nationalistic Song➤ Opening Prayer➤ Presentation of Participants➤ Overview/Introduction	Workshop on the Preparation of 2022 Mid-Year Budget and Financial Accountability Reports (BFARs)
9:01am – 10:00am	DepEd Budgeting System (Belen Tomin)	Workshop on the Preparation of 2022 Mid-Year Budget and Financial Accountability Reports (BFARs)
10:01am – 10:15am	HEALTH BREAK	HEALTH BREAK
10:16 – 12:00nn	DepEd Budgeting System (continuation)	Workshop on the Preparation of 2022 Mid-Year Budget and Financial Accountability Reports (BFARs)
12:01pm – 1:00pm	LUNCH BREAK	LUNCH BREAK
1:01pm – 3:00pm	BMS – Program/Project Module (Christina Estigoy)	Workshop on the Preparation of 2022 Mid-Year Budget and Financial Accountability Reports (BFARs)
3:01pm – 3:15 pm	HEALTH BREAK	HEALTH BREAK
3:16pm - 5:00pm	BMS – Registry of Allotments and Obligations Module and Disbursement Details BMS Reminder OPEN FORUM (Christina Estigoy)	Presentation of 2022 Mid-Year BFARs output (Reports)



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