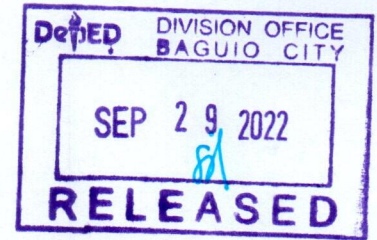




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 22, 2022

DIVISION MEMORANDUM
No. 415 s. 2022

**COORDINATION MEETING ON THE BUDGET MONITORING SYSTEM (BMS)
AND ENHANCED FINANCIAL REPORTING SYSTEM (EFRs)**

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 all agencies are required to regularly submit complete, accurate, and timely Budget and Financial Accountability Reports (BFARs) to oversight agencies including DepEd Regional and Central Offices in order to monitor budget performance for a given reporting period. To facilitate and effectively comply with this requirement, DepEd Central Office has instituted the use of the Budget Monitoring System (BMS) and Enhanced Financial Reporting System (EFRs) which are being used by the various Finance units/offices from the Regional to the different Implementing Units of the Department. The use of these systems has tremendously helped various Implementing Units including the SDO Proper in the submission of the accountability reports and the monitoring of budget implementation.

Relative thereto, and in view of the appointment of new financial personnel in SDO Baguio City, it is therefore imperative that this Office shall conduct this activity. Moreover, new updates on the financial systems shall likewise be provided so us to effectively execute budget implementation in the SDO as a whole

2. The conduct of this activity aims to
 - a. Provide thorough orientation of new finance personnel on the Budget Management System (BMS) and Enhanced Financial Reporting System (EFRs) to equip them technically on the use of these systems for better budget implementation and monitoring
 - b. Reorient finance personnel on the new updates as regards to the financial systems.
 - c. Discuss gaps and other issues relative to finance matters
 - d. Reconciliation of Budget Financial Accountability Reports (BFARs)
3. Attached are the following documents for guidance and reference:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Training Matrix
4. Participants of 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, CEdd, CESO V
Schools Division Superintendent

Incls: as stated
BKT/Aiza



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

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Issued on 12/27/2019



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ENCLOSURE 1: List of Participants

| Office/School | NAME | Position Title |
|---------------------------------|----------------------------|--------------------|
| SDO Proper – Budget Unit | 1. Belen Tomin | Budget Officer III |
| | 2. Haydee Yorie B. Dumaran | Admin Asst III |
| | 3. Aiza Alban | Admin. Asst III |
| | 4. Aira Mae L. Ongngad | Admin. Aide IV |
| | 5. Karyl Paz W. De Leon | Admin Asst III |
| Baguio City NHS | 6. Myrene R. Ferrer | Admin. Asst. III |
| | 7. Maria G. Balicag | Admin. Officer I |
| Pines City National High School | 8.. Wilson G. Wa-ay | Admin. Asst. III |
| | 9. Sharon Estocapio | Admin. Officer I |
| Irisan National High School | 10. Cherry Padonga | Admin. Asst. III |
| | 11. Arlene A. Dilla | Admin. Asst. II |
| Guisad Valley NHS | 12. Jose D. Dacwag | Admin. Asst. III |
| | 13. Elvie F. Salisa | Admin. Asst. II |
| Magsaysay NHS | 14. Jeric B. Mangmangon | Admin. Asst. III |
| | 15. Betty M. Mayaen | Admin. Asst. II |
| Mil-an NHS | 16. Joan Dumaguing | Admin. Asst. III |
| | 17. Eryl Kate Millet | Admin. Asst. II |
| Roxas NHS | 18. Nellie P. Moyamoy | Admin. Asst. III |
| | 19. Lea Marie B. Laureano | Admin. Asst. II |
| SDO Proper – Accounting Unit | 20. Lilibeth G. Degsi | Accountant III |
| | 21. Conrado Aguilar | Admin. Asst. III |
| | 22. Oliver Edward Aspuria | Admin. Asst. II |
| | 23. Kristine Gundran | Admin. Asst. III |
| | 24. Katrina Oliva | Admin. Asst. III |
| | 25. Omar Olba | Admin. Asst. III |
| | 26. Bebsie Dizon | Admin. Asst. III |
| | 27. Allyssa Musni | Admin. Asst. II |
| | 28. Cherish Posadas | Admin. Asst. III |
| | 29. Sharon Galera | Admin. Asst. II |



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| | | |
|--|------------------------------|-------------------|
| | 30. Helaine Joy Kimakim | Admin. Officer II |
| | 31. Honeylette C. Engngeg | Admin. Asst. III |
| | 32. Elaiza Shane A. Gumuwang | Admin. Asst. III |
| | 33. Berson Billy | Admin. Asst. III |

ENCLOSURE 2:

TRAINING MATRIX

| | October 20, 2022 | October 21, 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 | Enhanced Financial Reporting System (EFRs) (Lilibeth G. Degsi) |
| 9:01am – 10:00am | DepEd Budgeting System (Belen Tomin) | Enhanced Financial Reporting System (EFRs) (Lilibeth G. Degsi) |
| 10:01am – 10:15am | HEALTH BREAK | HEALTH BREAK |
| 10:16 – 12:00nn | DepEd Budgeting System (continuation) | Enhanced Financial Reporting System (EFRs) (Lilibeth G. Degsi) |
| 12:01pm – 1:00pm | LUNCH BREAK | LUNCH BREAK |
| 1:01pm – 3:00pm | BMS – Program/Project Module <ul style="list-style-type: none"> - Registry of Allotments and Obligations Module - Generations of Reports (Christina Estigoy) | Enhanced Financial Reporting System (EFRs) (Lilibeth G. Degsi) |
| 3:01pm – 3:15 pm | HEALTH BREAK | HEALTH BREAK |
| 3:16pm – 5:00pm | BMS – Disbursement Details UNIFIED REPORTING SYSTEM (DBM-URS) (Haydee Yorje Dumarán) | Enhanced Financial Reporting System (EFRs) (Lilibeth G. Degsi) |
| | BMS Reminder OPEN FORUM | |



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