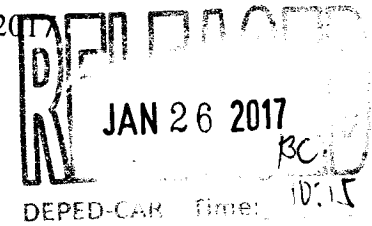




January 18, 2017

REGIONAL MEMORANDUM
 No. 027-2017-2017



ORIENTATION AND TRAINING ON THE ENHANCED BUDGET MONITORING SYSTEM (EBMS) AND ENHANCED FINANCIAL REPORTING SYSTEM (EFRS)

TO: Schools Division Superintendent
 Secondary School Principals
 Division Accountants and Budget Officers
 Senior Bookkeepers of Implementing Units
 All Others Concerned

1. To help Implementing Units of the Department to record the receipt and utilization of funds and preparation of financial and accountability reports, the Budget and Accounting Divisions of DepEd-Central Office have developed the Budget Monitoring System and Financial Reporting System;
2. Effective 2017, Implementing Units in DepEd-CAR shall utilize the EBMS and EFRS in the recording of their financial transactions and preparation of financial and accountability reports;
3. In this connection an orientation and training on the use and operation of the systems, to be facilitated by personnel from the Budget and Accounting Divisions of DepEd Central Office, shall be conducted on February 13-18, 2017 at the RNEAP-CAR, Wangal, La Trinidad, Benguet.
4. Participants to the seminar-workshop are:
 - a. Staff of the Finance Division of the Regional Office;
 - b. Accountants, Budget Officers and Bookkeepers of the Eight (8) School Division Offices and Forty Four (44) Secondary Schools **with separate set of books**;
5. Actual data will be used in the training, hence, please bring the following:
 - a. NEP for 2017
 - b. GARO-RLIP (FY 2017)
 - c. ORS - January to February 2017
 - d. List of DV or voucher itself (January to February 2017)
 - e. RCI - January to February 2017
 - f. RADAI - January to February 2017
 - g. ORS for Prior Year's Accounts Payable (if any)
 - h. Post Closing Trial Balance of December 31, 2016
 - i. NCA document for 2017

Telephone Numbers:

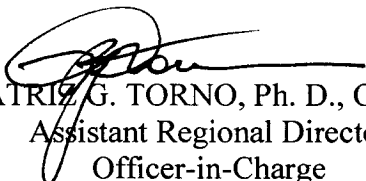
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



- j. copy of the journals, please bring (Hardcopy/Softcopy)
 - k. Remittance list either GSIS, PAG-IBIG or Philhealth
 - l. List of bank accounts
6. Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged against their respective local funds.
 7. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
 8. **Check in will be in the afternoon of February 13, 2017. First meal to be served is dinner of the same day while last meal will be breakfast of February 18, 2017.**
 9. **Please bring individual laptops in good working condition.**
 10. Immediate and wide dissemination of this Memorandum is desired.


BEATRIZ G. TORNO, Ph. D., CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

SGT/clp

Telephone Numbers:

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