



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
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**MEMORANDUM**

**FOR: SCHOOLS DIVISION SUPERINTENDENTS  
 HEADS, SECONDARY SCHOOLS IMPLEMENTING UNITS (IUs)**

**FROM: DIOSDADO M. SAN ANTONIO**  
 Director IV

**SUBJECT: ONE-DAY ORIENTATION TRAINING ON THE USE OF ONLINE REPORTING SYSTEM  
 FOR FY 2014 AND SUBSEQUENT YEARS, IMPLEMENTATION OF ExMDPS ALL  
 NATIONAL GOVERNMENT AGENCIES (NGAs) AND IMPLEMENTATION OF e-FORM  
 7**

**DATE: 17 March 2014**

In compliance with DBM Circular Letters No. 2013-13 dated November 25, 2013 and No. 2013-16 dated December 23, 2013, a One-Day Orientation Training on the Use of Online Reporting System for the Submission of Budget Execution Plans and Targets for FY 2014 and Subsequent Years and Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) For Accounts Payable Due Creditors/Payees of All National Government Agencies (NGAs) and Implementation of e-Form 7 which will be conducted on **March 20-21, 2014 at Ciudad Christia Resort, Carrieland Country Homes II, Ampid, San Mateo, Rizal to be hosted by the Division of Rizal.**

The Online Reporting System aims to facilitate the timely submission of the Budget Accountability Reports which are compliance with the Unified Accounts Code Structure (UACS) and for MDPS that will contribute to the substantial reduction of agencies' due and demandable A/Ps and had minimized the volume of outstanding checks and for e-Form 7 to avoid salary overpayment.

Participants to this One-Day Orientation are the following with the *Attached Schedule of Clustering of School Division Participants:*

**Division Offices**

- a) Division Accountant
- b) Division Cashier
- c) Division HRMO's

**Schools**

- a) Accountant/Bookkeeper
- b) Disbursing Officers/Cashier

A Registration Fee of **P1,200.00** shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Send your confirmation of attendance to the BFD (c/o Ms. Analyn Simbul) not later than March 19, 2014.

Please be guided accordingly

Received: Joseph  
 3/18/14  
 4731

*Inclosure to Unnumbered Memorandum dated March 17, 2014 entitled, ONE-DAY ORIENTATION TRAINING ON THE USE OF ONLINE REPORTING SYSTEM FOR FY 2014 AND SUBSEQUENT YEARS, IMPLEMENTATION OF ExMDPS ALL NATIONAL GOVERNMENT AGENCIES (NGAs) AND IMPLEMENTATION OF e-FORM 7*

**Schedule of Clustering of School Division Offices (SDO's)**

<b>Cluster I (March 20, 2014)</b>	<b>Cluster II (March 21, 2014)</b>
1) Division of Batangas	1) Division of Laguna
2) Division of Cavite	2) Division of Quezon
3) Division of Batangas City	3) Division of Rizal
4) Division of Cavite City	4) Division of Lucena City
5) Division of Imus City	5) Division of San Pablo City
6) Division of Bacoor City	6) Division of Santa Rosa City
7) Division of Tayabas City	7) Division of Tanauan City
8) Division of Lipa City	
9) Division of Antipolo City	
10) Division of Dasmariñas City	
11) Division of Calamba City	