



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

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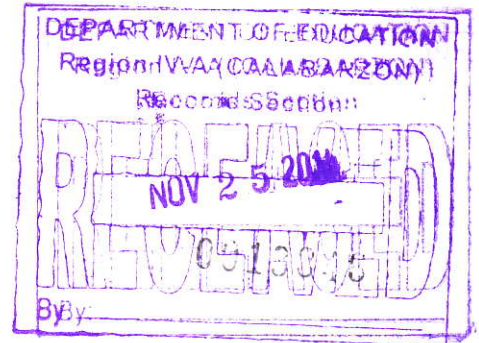
MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
(Attention: ALL DIVISION ACCOUNTANTS)

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ON-LINE SUBMISSION OF REPORT THROUGH UNIFIED REPORTING SYSTEM
(URS)

DATE : November 21, 2014



In compliance with the guidelines stated in National Budget Memorandum No. 555, s. 2014 dated October 28, 2014 entitled "Submission of Budget Execution Plans and Targets for FY 2015," the Budget and Finance Division will conduct an "On-line Submission of Reports Through Unified Reporting System (URS)" with all the Schools Division Offices to be held on **November 26-28, 2014** to be hosted by the Division of Rizal at Club Manila East, Taytay, Rizal.

The objective of the URS activity is to validate all reports of our agency and operating units before our FINAL submission to DBM not later **November 30, 2014**. Division Accountants will take charge of deciding the participant for each IU's indicated below. We are reiterating that those who will involve in the submission will be responsible in validation of their reports for we are given only few days on our final submission. It is understood that each encoder will bring the necessary documents with Laptop, Pocket Wifi and Extension Cords.

School Division Office	No. of Participant
1) Batangas, Cavite, Laguna, Quezon and Rizal	Division Accountant with two (2) Additional Participants
2) City Divisions of Batangas, Cavite, Lipa, Lucena, San Pablo, Antipolo, Calamba, Tanauan, Dasmariñas, Santa Rosa, Tayabas, Imus and Bacoor	Division Accountant with One (1) Additional Participant

Expenses incident to this activity is chargeable against local funds subject to usual accounting and auditing rules and regulations.

Your attendance is hereby enjoined.

Received: Joseph
11-25-14
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