



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office IV-A
CALABARZON
Gate 2, Karangalan Village, Cainta, Rizal



MEMORANDUM

TO: SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS OF SECONDARY SCHOOLS- IUs
DIVISION ACCOUNTANTS
SCHOOL ACCOUNTANTS/ BOOKKEEPERS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: ORIENTATION CUM WORKSHOP ON THE UPDATES OF eFRS

DATE: April 30, 2015

Please be informed that this office will conduct an orientation / workshop on the updates of the Enhanced Financial Reporting System (eFRS) at NEAP CALABARZON, Malvar, Batangas on May 26 to 29, 2015.

Participants to this activity are the Accountants and Bookkeepers from the Division Offices and Secondary Schools- Implementing Units of DepEd IV-A. See attached schedule of the workshop.

All participants are required to:

- Be at the venue on Day 0
- Bring one (1) computer unit / laptop
- Finish the encoding of all financial transactions in the eFRS as of April 30, 2015 prior to the workshop

A registration fee of One Thousand Two Hundred Pesos (Php 1,200.00) shall be charged to each participant to defray expenses for board and lodging chargeable to local funds subject to usual accounting and auditing regulations. Kindly contact Ms. Evan Lyn-Dell Cortez at 647-6886 for confirmation of participants.

Attendance is a must.



**Orientation cum Workshop on the Updates of eFRS
May 25 to 29, 2015**

DIVISION	Expected Participants			BATCH 1		BATCH 2		BATCH 3		BATCH 4	
	DO Proper	SS	TOTAL	25-May	26-May	26-May	27-May	27-May	28-May	28-May	29-May
Quezon Province	3	37	40	40	40						
Rizal	3	31	34	34	34						
Cavite Province	3	39	42			42	42				
Bacoor City	2	2	4			4	4				
Cavite City	1	2	3			3	3				
Dasmariñas City	3	7	10			10	10				
Imus City	1	2	3			3	3				
Antipolo City	2	10	12			12	12				
Batangas Province	4	36	40					40	40		
Batangas City	3	3	6					6	6		
Lipa City	5	5	10					10	10		
Tanauan City	5	3	8					8	8		
Lucena City	3	1	4					4	4		
Laguna City	3	39	42							42	42
Calamba City	5	7	12							12	12
San Pablo City	2	2	4							4	4
Sta. Rosa City	3	5	8							8	8
Tayabas City	3	2	5							5	5
ROP	6		6	6	6	6	6	6	6	6	6
TOTAL	60	233	293	80	80	80	80	74	74	77	77

ACTIVITY	(Day 0) PM Arrival	Training	(Day 0) PM Arrival	Training	(Day 0) PM Arrival	Training	(Day 0) PM Arrival	Training
MEALS	Dinner	Breakfast to PM Snack	Dinner	Breakfast to PM Snack	Dinner	Breakfast to PM Snack	Dinner	Breakfast to PM Snack

**Orientation cum Workshop on the Updates of eFRS
PROGRAM OF ACTIVITIES**

Day 0	
5:30 PM to 9:00 PM	Arrival / Registration
7:00 PM	Dinner
Day 1	
6:00 AM to 7:30 AM	Breakfast
8:00 AM to 8:30 AM	Opening Ceremonies
8:30 AM to 10:30 AM	1. eFRS Updates
	2. eFRS Consolidation Procedures
10:30 AM to 11:00 AM	AM Snack
11:00 AM to 12:00 PM	Extraction of financial data (as of April, 2015) from old version to the updated eFRS version
12:00 PM to 1:00 PM	Lunch Break
1:00 PM to 2:30 PM	Division Consolidation
2:30 PM to 3:00 PM	Presentation of Outputs
3:00 PM to 3:30 PM	PM Snack
3:30 PM to 4:00 PM	Regional Consolidation
4:00 PM to 4:30 PM	Sharing of Ideas
4:30 PM to 5:00 PM	Closing Ceremonies