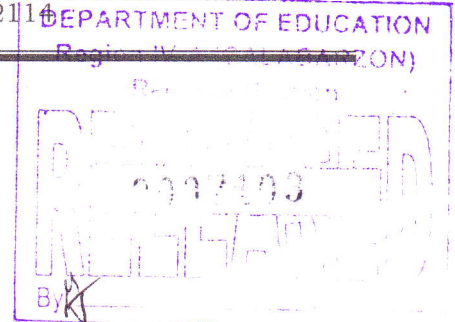




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

Gate 2, Karangalan Village, Cainta Rizal
 Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

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

FROM : DIOSDADO M. SAN ANTONIO
 Director IV

SUBJECT : CONDUCT OF ON-LINE ACTIVITIES OF THE FINANCE DIVISION
 (MDP and Online Unified Reporting System)

DATE : May 7, 2015

In compliance with the guidelines stated in National Budget Circular No. 556, dated January 5, 2015 entitled "Guidelines on the Release of Funds for FY 2015," the Finance Division will conduct series of 'Online Activities' with all the Schools Division Offices and Operating Units (**HOST: DIVISION OF CAVITE**).

The objective of these activities is to validate our agency reports to ensure our timely, relevance and accurate reports before our FINAL submission to Central Office, DBM and other oversight agencies. School Division Accountants will take charge of deciding the participant for each IUs for each division. We are reiterating that those who will involve in the submission will be responsible in validation of the 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 Wi-Fi and Extension Cords. Below is the necessary information in the conduct of the online activity:

Activity	Schedule and Venue	School Division Offices	No. of Participants
Monthly Disbursement Program (MDP)	May 18-19, 2015; TICC, Tagaytay City	18 SDO's and IUs	All SDO's Accountants and Senior Bookkeepers of IUs
Online Unified Reporting System (URS)	May 20 - 22, 2015; TICC, Tagaytay City	Batangas, Cavite, Laguna, Quezon and Rizal	School Division Accountant and 4 Additional Participants
		City Divisions of Batangas, Cavite, Lipa, Lucena, San Pablo, Antipolo, Calamba, Tanauan, Dasmariñas, Santa Rosa, Tayabas, Imus and Bacoor	School Division Accountant and 2 Additional Participants

A registration fee of **Six Thousand Pesos (P6,000.00)** for School Division Offices and **Two Thousand Four Hundred Pesos (P2,400.00)** for Implementing Units (IUs) per participant shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Finance Division (c/o Ms. Anilyn Simbul) or email to bms_bfd@yahoo.com. **No representative is ALLOWED.**

Please be guided accordingly.

