



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



**REGIONAL MEMORANDUM**

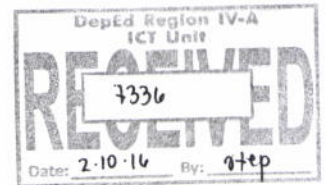
No.    s. 2016

**FOR: SCHOOLS DIVISION SUPERINTENDENTS  
HEADS, SECONDARY SCHOOLS**

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

**SUBJECT: CONDUCT OF SEMINAR-WORKSHOP ON FY 2017 BUDGET PREPARATION AND FY 2016  
GUIDELINES ON THE RELEASE OF FUNDS CUM UPDATES ON eFRS PER COMPLIANCE  
WITH THE GOVERNMENT ACCOUNTING MANUAL (GAM)**

**DATE: February 4, 2016**



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In compliance with National Budget Memorandum No. 125 FY dated January 16, 2016 entitled Budget Call for FY 2017 and National Budget Circular No. 561 dated January 4, 2016 entitled Guidelines on the Release of Funds for FY 2016, the Finance Division, DepEd RO IV-A (CALABARZON) and the Department of Budget and Management (DBM, IV-A) will conduct a Seminar-Workshop in all Schools Division Offices scheduled to be held on **February 22-26, 2016 including Travel Time at Teachers Camp, Baguio City (HOST: DIVISION OF RIZAL)**.

The objectives of the workshop are as follows: 1) To sustain the Two-Tier Budgeting Approach (2TBA) and inform the departments/agencies of the procedures, schedules and guidelines to be adopted, including those for the updating of the FYs 2017-2019 Forward Estimates (FEs); 2) prescribe the guidelines, procedures, Budget Preparation (BP) forms, and calendar of activities to be followed in the preparation of the FY 2017 Budget Proposal; 3) To provide policies, procedures, rules and regulations on the release, utilization of funds, and monitoring thereof-for FY 2016; 4) synchronize fund release with the implementation of the overall physical and financial plans, targets and schedules submitted by the departments, agencies, and/or operating units (OUs); and 5) Updates all SDOs on the Enhanced Financial Reporting System (eFRS) per compliance with the implementation of the Government Accounting Manual (GAM).

Participants to the seminar-workshop are the following as reflected with the consolidated reports for submission to DepEd Central Office and DBM:

**Division Offices**

- a) 19 Schools Division Accountants with one (1) Encoder of eFRS
- b) 19 Schools Division Budget Officers
- c) 19 SDO PO's or SEPS (preferably doing the BED and BAR)
- d) 19 Division HRMO's with 1 Personnel (preferably the Encoder of PSI-POP)
- e) 19 SDO GAD Focal Person
- f) All Accountant/Senior Bookkeepers of Implementing Units (Old and New)

It is understood that all School Division Offices shall submit a Consolidated Reports per Budget Call FY 2017 to Regional Office, Finance Division, in coordination with the Regional Office Selected Personnel In-Charge of each report.





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A Registration Fee of One Thousand Two Hundred Pesos (P1,200.00) per day shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Please be guided by the table below and Indicative Program of Activities (Annex A) with the List of respective participants on the conduct of the workshop. Send your confirmation of attendance to the Host Division (RIZAL) cc.: RO (Finance Division c/o Ms. Analyn Simbul/Gerly Japson).

Designation	No. of Days/Date	Amount of Registration Fee
1) SDO Accountants	3 (Feb. 23-25, 2016)	P 3,600.00
2) SDO Budget Officers	3 (Feb. 23-25, 2016)	P 3,600.00
3) SDO PO's or SEPS	2 (Feb. 23-24, 2016)	P 2,400.00
4) SDO HRMOs (with another 1 Participant – Encoder of PSI-POP)	2 (Feb. 23-24, 2016)	P 2,400.00
5) SDO EPS/Focal Person for GAD	2 (Feb. 23-24, 2016)	P 2,400.00
6) School Accountants/Senior Bookkeepers of IU (Old and New)	3 (Feb. 23-25, 2016)	P 3,600.00

The activity will start at exactly 8:30 AM on **February 23, 2016**. Check-in time is on **February 22, 2016 at 2:00 P.M.** and the first meal to be served is **Dinner**. Check-out time on **February 25, 2016** is until **3:00 P.M.** and last meal to be served is **Snack**. Kindly bring your Laptops, printer, extension cord, Wifi and other needed supplies and material. For data needed, please bring your updated SIP/AIP and other data in coordination with your respective SDO In-Charge (HRMOs, Planning Officers/SEPS; and GAD Focal Person).

Please be guided accordingly.

*Incl.: As stated*



Annex 'A'

CONDUCT OF SEMINAR-WORKSHOP ON FY 2017 BUDGET PREPARATION AND FY 2016 GUIDELINES ON THE RELEASE OF FUNDS CUM UPDATES ON eFRS PER COMPLIANCE WITH THE GOVERNMENT ACCOUNTING MANUAL (GAM)

Teachers' Camp, Baguio City  
February 22-26, 2016

INDICATIVE SCHEDULE OF ACTIVITIES

Date	Activity	Participants
Feb. 22 (Mon.)	Day 0 - Registration starts at 2:00 .M.	
Feb. 23 (Tues.)	Day 1: Discussion on Budget Preparation/Guidelines on the Release of Funds	SDO Accountants; Budget Officers; PO's; HRMO's and GAD Focal Persons; Senior Bookkeepers of IU's (Old and New)
Feb. 24 (Wed.)	Day 2 (AM) : Actual Budget Preparation	SDO Accountants; Budget Officers; PO's; HRMO's and GAD Focal Persons; Accountants/Senior Bookkeepers of IU's (Old and New)
	(PM) : Cont. of Budget Prep	SDO Budget Officers; PO's; HRMO's and GAD Focal Persons
	(PM) : Start of eFRS Activity	SDO Accountants; Accountants/Senior Bookkeepers of IU's (Old and New)
Feb. 25 (Thurs.)	Day 3: Cont. of eFRS	SDO Accountants; Accountants/Senior Bookkeepers of IU's (Old and New)
	Agreements/Submission of Reports	SDO Accountants; Budget Officers; Accountants/Senior Bookkeepers of IU's (Old and New)
	(PM): Home Sweet Home	

Regional Participants:

Division	No. of Participants	RO In-Charge
<b>Finance Division</b>		
- Budget	5	Unit Head, Budget
- Accounting	4 (Budget Prep) 5 (eFRS)	Unit Head, Accounting
<b>Administrative/Personnel</b>	2	SAO, Administrative Unit Head, Personnel (HRMO)
<b>PPRD</b>	1	Planning Officer 3
<b>GAD Focal Person/EPS In-Charge</b>	1	EPS In-Charge/RO GAD Focal Person
<b>DBM and DepEd CO</b>	7	