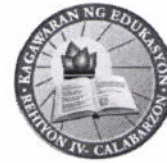




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta, Rizal



REGIONAL MEMORANDUM

No. 115 s, 2016

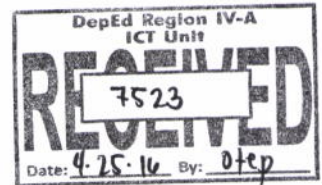
0005743

TO : SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS OF SECONDARY SCHOOLS – IMPLEMENTING UNITS
DIVISION ACCOUNTANTS
SCHOOL ACCOUNTANTS/SENIOR BOOKKEEPERS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : WORKSHOP FOR THE PREPARATION OF FINANCIAL STATEMENT FOR THE 1ST
QUARTER OF CY 2016 USING THE ENHANCED FINANCIAL REPORTING SYSTEM
(eFRS)

DATE : April 22, 2016



In line with implementation of Government Accounting Manual (GAM) that requires periodic submission of financial statements and related reports on specific deadlines, please be informed that the Department of Education Regional Office IV-A Finance Division – Accounting Section will conduct a workshop for the preparation of CY 2016 1st Quarter Financial Reports using the Enhanced Financial Reporting System (eFRS) to be held at Tanza's Oasis Hotel and Resort, Tanza, Cavite on May 4 and 5, 2016.

Participants to this workshop are the following (*Annex A*):

1. Schools-Division Offices
 - a. One (1) Division Accountant, and
 - b. One (1) Bookkeeper or eFRS Encoder
2. Secondary Schools – Implementing Units
 - a. One (1) School Accountant or Senior Bookkeeper
3. Regional Office – Finance Division
4. Central Office – Accounting Division
 - a. Three (3) Speakers/Facilitator

All participants are required to:

1. Bring one (1) laptop per participant with Microsoft Access
2. eFRS as of April 30, 2016
3. Bring Financial Statement with supporting documents, as of April 30, 2016





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A registration fee of Two Thousand Four Hundred Pesos (P2,400.00) shall be charged ~~for~~^{from} each participant to defray expenses for board and lodging, subject to usual accounting and auditing rules and regulations. The first meal to be served is breakfast on the first day and the last meal is PM snacks on the last day.

Please send your list of confirmed participants by division to Ms. Evan Lynn-Dell C. Cortez (evan_cortez23@yahoo.com) on or before April 28, 2016. See attached format (*Annex B*).

Attendance is a must. Please be guided accordingly.



Department of Education
Regional Office IV-A
CALABARZON
 Gate 2, Karangalan Village, Cainta, Rizal

Annex A

WORKSHOP FOR THE PREPARATION OF FINANCIAL STATEMENT FOR THE
1ST QUARTER OF CY 2016 USING THE ENHANCED FINANCIAL REPORTING SYSTEM

Tanza's Oasis, Tanza, Cavite
 May 4-5, 2016

PARTICIPANTS

	Division	DO	SS	Total
1	Division of Batangas Province	2	50	52
2	Division of Cavite Province	2	41	43
3	Division of Laguna	2	39	41
4	Division of Quezon Province	2	53	55
5	Division of Rizal	2	45	47
6	Division of Antipolo City	2	10	12
7	Division of Batangas City	2	7	9
8	Division of Calamba City	2	11	13
9	Division of Cavite City	2	2	4
10	Division of Dasmariñas City	2	8	10
11	Division of Lipa City	2	12	14
12	Division of Lucena City	2	4	6
13	Division of San Pablo City	2	4	6
14	Division of Sta. Rosa City	2	6	8
15	Division of Tanauan City	2	1	3
16	Division of Tayabas City	2	7	9
17	Division of Bacoor City	2	2	4
18	Division of Imus City	2	2	4
	TOTAL	36	304	340
	Regional Office Proper	8		8
	Central Office	3		3
	TOTAL	11	0	11
	GRAND TOTAL	47	304	351

Department of Education
Regional Office IV-A
CALABARZON
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Annex B

**WORKSHOP FOR THE PREPARATION OF FINANCIAL STATEMENT FOR THE
1ST QUARTER OF CY 2016 USING THE ENHANCED FINANCIAL REPORTING SYSTEM**
Tanza's Oasis, Tanza, Cavite
May 4-5, 2016

CONFIRMED PARTICIPANTS

Division/School	Designation	First Name, Middle Initial, Surname, Name Ext. <ALL CAPS>	Male/Female
1 Division of _____	Accountant		
2 Division of _____	Senior Bookkeeper/eFRS encoder		
3 A NHS	Senior Bookkeeper		
4	Senior Bookkeeper		
			Total Male _____
			Total Female _____
			GRAND TOTAL _____