



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



Regional Memorandum

No.: 154 s. 2016

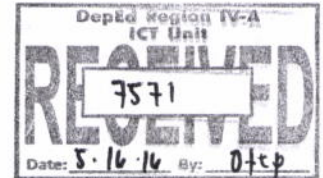
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TO : All Schools Division Superintendents

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: INSTALLATION OF LOCAL AREA NETWORK (LAN) FOR ENHANCED FINANCIAL REPORTING SYSTEM (eFRS) IN THE DIVISION OFFICES

DATE : May 10, 2016



Preparation of periodic financial reports of the DepEd CALABARZON Regional Office and all its Implementing Units was hastened with the use of the eFRS, a system created by the DepEd Central Office Accounting Division that was rolled-out nationwide for use of all the DepEd fiscally autonomous offices (Regional Office, Division Office and Secondary School).

A Secondary School finance staff, who handles only the school's funds, finds it a lot easier and more facilitative than that of a Division Office. Moreover, the Division Office finance staff handles a number of funds, such as General Fund, Provident Fund, SPHERE, School-Based Feeding Fund, Centrally-Managed Funds and the processing of funding requirements of the Non-IU elementary and secondary schools within the division. This results to a voluminous transactions the Division Office processes and records in its books of accounts.

To further capacitate the Division Office's finance staff in the preparation and consolidation of financial reports, a local area network (LAN) for multi-users of eFRS is suitable to enable a simultaneous encoding in the eFRS.

It is targeted that DepEd CALABARZON will be submitting the FY 2016 semi-annual financial reports before the deadline.

Thus, below is the scheduled visit of the Regional Office Finance Division staff to Division Offices, which aims to:

1. install an eFRS LAN
2. conduct a hands-on training of the system's user-encoders, and
3. conduct an on-site assessment of eFRS implementation in the Division Offices.





| Division Office | Date of Visit |
|------------------------|---|
| 1. Batangas City | May 12, 2016 |
| 2. Batangas Province | May 13, 2016 |
| 3. Quezon | May 18 - 19, 2016 |
| 4. Lucena City | May 20, 2016 |
| 5. Rizal Province | May 23 - 24, 2016 |
| 6. Antipolo City | May 25, 2016 am (with functional eFRS LAN - for benchmarking) |
| 7. Laguna Province | May 30 - 31, 2016 |
| 8. Cavite Province | June 01am, 2016 (monitoring visit) |
| 9. Dasmaringas City | June 01pm - 02, 2016 |
| 10. Bacoor City | June 03, 2016 am |
| 11. Imus City | June 03, 2016 pm |
| 12. Tanauan City | June 06, 2016 |
| 13. Lipa City | June 07, 2016 |
| 14. San Pablo City | June 08, 2016 |
| 15. Calamba City | June 20, 2016 |
| 16. Sta. Rosa City | June 09, 2016 |
| 17. Tayabas City | June 21, 2016 |
| 18. Cavite City | June 22, 2016 |

The eFRS team will be composed of the following:

| | |
|------------------------------|--|
| Team Leader | : NANCY Z. DIZON, Supervising Administrative Officer or LEA M. VILLALOBOS, Accountant III |
| Assistant Team Leader | : ROGELIO A. IMMACULATA, Accountant II or LEONEL Q. DOMINGO, JR., Accountant I |
| Members | : ALLAN MARTIN D. FLORES, Bookkeeper (eFRS controller/ encoder / trainer) JOHN CARLO N. PANILAGAO – Accounting IT maintenance (eFRS encoder/system installer) |

Immediate dissemination of this Memorandum is desired.

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