



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



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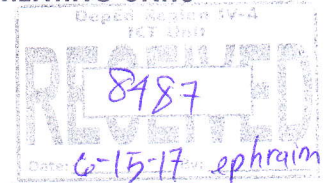
TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL HEADS

Attention: ALL SCHOOL DIVISION ACCOUNTANTS, BUDGET OFFICERS
AND SENIOR BOOKKEEPERS OF NEW IMPLEMENTING UNITS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : UPDATING OF BMS PROGRAM (v16.07.02 to v16.11.09) CUM ONE-
DAY ORIENTATION MEETING OF THE NEWLY HIRED SENIOR
BOOKKEEPERS ON THE USE OF BUDGET MONITORING SYSTEM (BMS)

DATE : June 8, 2017



The Finance Division is in the process of capacitating the selected financial staff on the use of the current information system, the Budget Monitoring System (BMS).

The One-Day Orientation Meeting of the Newly-Hired Senior Bookkeepers is one of the major concerns of the Finance Division inasmuch as the function is very crucial in the preparation and submission of budget financial accountability reports. The participation of the School Division Accountants and Budget Officers is necessary in the conduct of the activity to assist the Regional Office staff in the actual training of the newly-hired senior bookkeepers.

In view of this, you are advise to inform your financial staff to be involve in said activity to be held in cluster-based on June 19-24, 2017 at the Conference Room of the School Division Offices per schedule, respectively. Please see attached breakdown of participants to guide the SDO's on the number of participating school's financial staff.

No registration fee or any payment will be required to all participants. Each participant will shoulder the food during the one-day orientation meeting. The Regional Office Finance Staff will provide all the technical support needed by the newly-hired financial staff with the assistance of the SDO Accountants and Budget Officers. All participants shall bring the Desktop and Extension Cords.

Please be guided accordingly.

Incl.: As stated



Updating of BMS Program (v16.07.02 to v16.11.09) Cum One-Day Orientation Meeting of the Newly Hired Senior Bookkeepers on the use of BMS

June 19-24, 2017

Indicative Number of Participants

No.	SDO/SCHOOL	SDO	IUs	No. of Ps
		(JUNE 19, 2017)		
1	Rizal Province	2	19	21
2	Antipolo City	2	4	6
				27
		(JUNE 20, 2017)		
3	Quezon Province	2	26	28
				28
		(JUNE 21, 2017)		
4	Laguna Province	2	17	19
5	Biñan City	2	3	5
6	San Pablo City	2	2	4
				28
		(JUNE 22, 2017)		
7	Batangas Province	2	27	29
				29
		(JUNE 23, 2017)		
8	Cavite Province	2	14	16
				16
Total				128