



Republic of the Philippines  
National Capital Region  
Department of Education  
**DIVISION OF CITY SCHOOLS**  
Misamis Street, Bago Bantay, Quezon City



August 1, 2012

**MEMORANDUM TO:**

Secondary School Principals  
Cashiers/Disbursing Officers  
This Division

There will be a Training/Workshop on the **Roll-out of the Budget Monitoring System (BMS)** to be conducted by the Budget Division – FMS, DepEd-Central Office to facilitate the preparation, review, consolidation and submission of Budget Accountability Reports (BARs) and other financial reports to the Department of Budget and Management (DBM) and other oversight agencies within the prescribed deadline, on August 22-24, 2012 at Richville Hotel, 286 EDSA, Mandaluyong City.

Participants are required to bring the following:

- a. Two (2) sets/copies of Agency Budget Matrix (ABM) – current year
- b. Two (2) sets/copies of SAROs issued by DBM – January to present
- c. Copies of SUB-AROs received – January to present
- d. Copies of Obligation Requests beginning Quarter 1 – January to March 2011
- e. Laptop with Microsoft Access (Office 2007/2010).

Only one participant per Implementing Unit is required to attend. Those who are directly involved in the Budget System. See attached list of Cashiers/Disbursing Officers per Secondary School.

Board and Lodging of participants will be covered from the downloaded fund to Region-ROP while the cost of transportation and other incidental expenses shall be charged to IUs local funds subject to the usual accounting and auditing rules and regulations.

The accommodation of participants starts at 2:00 PM on August 22, 2012. The first meal will be lunch of the same day while the last meal to be served is AM snacks of last day.

Attendance is a must. Please confirm attendance on or before August 15, 2012 for your room assignment c/o Mavic or Kareen of Accounting Section at telephone no. 454-4742.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent

/acctg/rabs



# LIST OF DISBURSING OFFICERS per School

	SCHOOL	DISBURSING OFFICER
1	Bagong Silangan HS	Floro M. Suarez
2	Balara HS	Marilou G. Banaag
3	Balingasa HS	Irving R. Velez
4	Batasan National HS	Ronald Christopher Manlapig
5	Camp Crame HS	Doris B. San Miguel
6	Camp Gen. Emilio Aguinaldo HS	Ma. Judith L. Ong
7	Carlos Albert HS	Leonido G. Vila
8	Carlos P. Garcia HS	Garizaldy D. Manlolo
9	Commonwealth HS	Jose Rufino A. Diaz
10	Culiat HS	Roy Lawton Villalobos
11	Don A. Roces Sci. & Technology HS	Ruel B. Esperancilla
12	Don Quintin Paredes HS	Guillermo C. Adarlo Jr.
13	Doña Josefa Jara Martinez HS	Leila Q. Bantilan
14	Doña Rosario HS	Jose Lee Jr.
15	Ernesto Rondon HS	Jet C. De Vera
16	Eulogio Rodriguez HS	John U. Balag
17	Flora Ylagan HS	Czarina L. Yangco
18	Holy Spirit National HS	Mary Grace C. Dela Cruz
19	Ismael Mathay Sr. HS	Agnes Tila
20	Jose P. Laurel HS	Maria Teresa Aratea
21	Juan Sumulong HS	Leonida Pineda
22	Judge Juan Luna HS	Oscar O. Tumaque
23	Justice C. M. Palma HS (Payatas)	Joefel T. Sencil
24	Krus na Ligas HS	Miriam A. Ycoy
25	Lagro HS	Maria Sarah Valeros
26	Maligaya HS	Catherine B. Isidro
27	Manuel Roxas HS	Jonael R. Salem
28	Masambong HS	Rolando Reyes
29	New Era HS	Edna T. Alcantara
30	NOH-School for Crippled Children	Grace T. Camaro
31	North Fairview HS	Maria Gina E. Daus
32	Novaliches HS	Werlinda A. Cruz
33	Ponciano Bernardo HS	Jocelyn Q. Caces
34	Pugad Lawin HS	Liezel Q. Sanchez
35	Quezon City HS	Elizabeth G. Laput
36	Quezon City Science HS	Salvadora M. Nosares
37	Quirino HS	Analiza Samson
38	Ramon Magsaysay (Cubao) HS	Lito A. Iringan
39	San Bartolome HS	Yolanda Aguinaldo
40	San Francisco HS	Maria Judith C. Morales
41	San Jose HS	Redentor P. Lapena
42	Sauyo HS	Melinda N. Salazar
43	Sergio Osmeña HS	Emmanuel De Guzman
44	Sta. Lucia HS	Angelito Villacorta
45	Tandang Sora HS	Gerardo Mora





Republic of the Philippines  
**Department of Education**

DCS-QUEZON CITY  
**RECEIVED**  
JUL 30 2012  
RECORDS SECTION

DepEd MEMORANDUM  
No. **133** s. 2012

**JUL 27 2012**

**TRAINING/WORKSHOP ON THE ROLL-OUT OF THE BUDGET  
MONITORING SYSTEM (BMS)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers, and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools

1. The Department of Education (DepEd) through the Budget Division of the Financial and Management Service (FMS) shall conduct the **Training/Workshop on the Roll-out of the Budget Monitoring System** to facilitate the preparation, review, consolidation and submission of Budget Accountability Reports (BARs) and other financial reports to the Department of Budget and Management (DBM) and other oversight agencies within the prescribed deadline in three (3) clusters: Luzon, Visayas and Mindanao. Enclosed is the schedule of the training activity.

2. The training/workshop aims to:
- improve the recording system and data gathering pertaining to the budget allotment and utilization;
  - fast track the consolidation/integration of the financial reports from various DepEd central/regional/division offices and implementing units; and
  - introduce and allow the participants to perform hands-on training on the application of BMS:
    - Set-up Project/Program/Activity Codes based on GAA;
    - Encode Allotments and Obligations in the Registry; and
    - Generate Accountability Reports.

3. Participants to this training/workshop are accountants, budget officers, budgeting assistant, bookkeepers and designated financial staff of the regions, divisions and implementing units (IUs). They are required to bring the following:

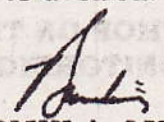
- Two (2) sets/copies of Agency Budget Matrix (ABM), current year;
- Two (2) sets/copies of SAROs issued by DBM – January to present;
- Copies of Sub-AROs Received – January to present;



- d. Copies of Obligation Request beginning Quarter 1, January-March 2012; and
- e. Laptop with Microsoft Access - Office 2007/2010 and extension cord.

4. Expenses for board and lodging of the participants and training staff, travelling and other incidental expenses of the training staff shall be charged to OSEC Proper Funds, while transportation expenses to be incurred by the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:  
As stated

Reference:

None

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
FUNDS  
OFFICIALS  
TRAINING PROGRAMS  
WORKSHOP

ADA/ DM roll-out of the budget monitoring system  
1436/07-18-2012/07-25-2012