



Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
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DIVISION MEMORANDUM

No. 41, s. 2020

To: Assistant Schools Division Superintendent
Chief, SGOD and CID
Public Schools District Supervisors
Secondary School Heads of IU's
All Concerned

From: **PORTIA M. MALLORCA, PhD, CESO V**
Schools Division Superintendent

Date: February 10, 2020

Subject: **TRAINING ON THE USE OF BUDGET MONITORING SYSTEM (BMS) AND
ENHANCED FINANCIAL REPORTING SYSTEM (ERFS) 2020**

1. The Schools Division Office of Kabankalan City will conduct **Training on the Use of Budget Monitoring System and Enhanced Financial Reporting System 2020** on **February 13, 2020** at **Emilio's Bistro, Zaycoland Resort and Hotel**.
2. The activity is targeted to train newly hired staff who are neophytes in using the BMS and EFRS for the preparation of budget and financial reports. It also aims to update the proficient users on the current version of these systems.
3. Participants of this activity are the **Administrative Assistant II and Administrative Assistant III of Secondary Schools Implementing Units** who are involved on the preparation, utilization and reporting of budget and financial reports.
4. All participants must bring laptop and extension cord during this activity. Please also bring soft copies of the FY 2020 documents listed below that will be used during hands-on training:
 - GAAAO by Object
 - List of ORS/DV (January)
 - ADA
 - BMS/EFRS System
 - Disbursements

Please note that it is to the participant's advantage if BMS and EFRS have been used since beginning of the year and is already loaded with data.

5. Travelling expenses of the participants shall be charged to School MOOE subject to the usual government accounting and auditing rules.
6. Immediate and widest dissemination of this memorandum is desired.