



May 4, 2018

## TRAVEL ORDER

Authority is hereby requested for:

1. RAGAAM V. DELA CRUZ/ Administrative Officer V (Budget)
2. RAQUEL F. ESGUERRA/ Accountant III
3. PRINCESS F. SANTIAGO/ Administrative Assistant I ( Budget )
4. DANIEL M. YURABA/ Senior Bookkeeper-Antipolo NHS
5. KAREEN S. LAURORA/ Senior Bookkeeper-Bagong Nayon II NHS
6. JOSEPHINE COPIA/ Senior Bookkeeper-Cupang NHS
7. AIDA T. TAYAMORA/ Senior Bookkeeper-Mambugan NHS
8. LIEZEL MARIÑAS/ Senior Bookkeeper-Marcelino M. Santos MNHS
9. GLADISH SAMSON/ Senior Bookkeeper-Maximo L. Gatlabayan MNHS
10. ALBERT DG. CHIANGCO JR./Senior Bookkeeper-Mayamot NHS
11. VERGEL R. SAN JUAN/ Senior Bookkeeper-San Jose NHS
12. LEAH B. RAÑADA/ Senior Bookkeeper - San Roque NHS

Purpose : One-Day Training on the New Version of Enhanced Budget Monitoring System (BMS) Version 18

Destination :

Date : May 11, 2018

Means of Transportation: Hired Vehicle

Travel is on :

Official Business

Official Time

Source of Funds:


MOOE

Personal Funds

Canteen Funds

Others \_\_\_\_\_

APPROVED:

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
 Department of Education  
**REGION IV-A CALABARZON**  
 Gate 2 Karangalan Village  
 1900 Cainta, Rizal



DEPED-4A-RM-09-18- 249

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** *[Signature]*  
 DIOSDADO M. SAN ANTONIO  
 Director IV

**SUBJECT :** ONE-DAY TRAINING ON THE NEW VERSION OF ENHANCED BUDGET MONITORING SYSTEM (BMS) VERSION 18

**DATE :** April 26, 2018

# 3404

1. The Finance Division (Budget Section) of DepEd Region IV-A is using its enhanced developed system for the recording of financial transaction, the Budget Monitoring System (BMS).
2. In pursuit to sustain the use and enhancement of the current system, there will be a One-Day Training Workshop on May 7-11, 2018; 8:00 a.m. to 6:00 p.m. in cluster-based at the Conference Room of the School Division Offices (See attached Annex A).
3. The objective of this training-workshop is to capacitate the finance personnel in the different implementing units on the new version of the system in the preparation and submission of budget financial accountability reports.
4. The participants to this one-day training workshop are the permanent encoders who are responsible in recording and analyzing of financial transactions in BMS.
5. The SDO Budget Officer are requested to present their division consolidated (SDO & IUs) performance for the Quarter Ended March 31, 2018 based on the output in BMS. Each presenter will be given not more than 15 minutes. The prescribed template will be sent through e-mail.
6. A registration fee of Four Hundred Pesos (400.00) shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. All participants shall bring their BMS Desktop/Laptop and Extension Cords.
7. Please be guided accordingly.

LEAV-KOPIHO EABE



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487  
 Fax: (02) 682-2114  
 Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
 Facebook: DepEd R-4A Calabarzon  
 E-mail: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)



AJA17-0078

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**ONE-DAY TRAINING WORKSHOP ON BMS NEW VERSION**

Cluster	School Division Office	Schedule
1	<b>Cavite Province - HOST</b> Cavite City Dasmarinas City Bacoor City Imus City	May 7, 2018
2	<b>Batangas - HOST</b> Batangas City Lipa City	May 8, 2018
3	<b>Quezon - HOST</b> Lucena City Tayabas City	May 9, 2017
4	<b>Laguna - HOST</b> Binan City Calamba City San Pablo City Santa Rosa City Cabuyao City Tanauan City	May 10, 2018
5	<b>Rizal - HOST</b> Antipolo City	May 11, 2018