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-Pequang NHS
7. AIDA T. TAYAMORA/ Senior Bookkeeper-Mambungan NHS
8. LIEZEL MARÍNAS/ 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

☐ Canteen Funds

☐ Personal Funds

☐ Others __________

APPROVED:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
TO: SCHOOLS DIVISION SUPERINTENDENTS

FROM: 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

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 & Unit) 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.
# ONE-DAY TRAINING WORKSHOP ON BMS NEW VERSION

<table>
<thead>
<tr>
<th>Cluster</th>
<th>School Division Office</th>
<th>Schedule</th>
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</table>
| 1       | **Cavite Province** - HOST  
Cavite City  
Dasmarinas City  
Bacoor City  
Imus City  

| 2       | **Batangas** - HOST  
Batangas City  
Lipa City  

| 3       | **Quezon** - HOST  
Lucena City  
Tayabas City  

| 4       | **Laguna** - HOST  
Binan City  
Calamba City  
San Pablo City  
Santa Rosa City  
Cabuyao City  
Tanaan City  

| 5       | **Rizal** - HOST  
Antipolo City  

|          | May 7, 2018  |
|          | May 8, 2018  |
|          | May 9, 2017  |
|          | May 10, 2018 |
|          | May 11, 2018 |