

Republic of the Philippines Department of Education Region IV-A CALABARZON CITY SCHOOLS DIVISION OF ANTIPOLO



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 Enh System (BMS) Version 18	anced Budget Monitoring
Destination	1		
Date	1	May 11, 2018	
Means of Tra	ansport	tation: Hired Vehicle	
Travel is on	1		
		Official Business	
		Official Time	
Source of Fu	nds:		
	_	MOOE	Personal Funds
		Canteen Funds	Others

APPROVED:

17.94

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



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

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.
- 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

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Please be guided accordingly.



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



ONE-DAY TRAINING WORKSHOP ON BMS NEW VERSION

Cluster	School Division Office	Schedule
1	Cavite Province - HOST Cavite City Dasmarinas City Bacoor City Imus City	May 7, 2018
2	Batangas - HOST Batangas City Lipa City	May 8, 2018
3	Quezon - HOST Lucena City Tayabas City	May 9, 2017
4	Laguna - HOST Binan City Calamba City San Pablo City Santa Pasa City	May 10, 2018
5		May 11, 2018

For everyone's security, our amports learn bas to verify that your valid photo ID restores the name or your ticket threatery. For senior citizens and persons with disability, the OSCA ID and PWD ID must be presented upon others-in.

Valid Photo ID

For quests with admine Illneranes, the Operating Carrier's theck-in and boarding times apply.

Quests will not be allowed to take the fight after check-to combers and bearding gates close.

You must be at your danignated boarding gate 30 minutes before the scheduled time of departure.

Flights leaving Shanghat: 50 minutes before departure

Flights leaving Oubai: 80 minutes before departure

Counter and Bag Drop dosure

Sug Drop and check-in counters open as early as 3 hours before your flight. Check-in and bearding times vary and depend on the airport of departure.

Check-in and Sag Brop counter closure

Passi Mobile and web thecs-in options are available so carty as 7 days before the flight. Guesta may died in online up to 1 hour below flights within the Philippines, and up to 4 hours for intensational flights. Passengers traveling internationally from Marsia are required to pay the Terminal Fee or IPSC. Overseas Flipino Workers and other passengers exempted by tear from the fee must declare their exemption during booking, and present the mapified documents at the amport.

Terminal Fee (International Passenger Service Charge)

Philiopine carapost holders travelling as tourists are required to pay the Philiopine Travel Tax (Phot &20) when traveling internationally from the Philiopines. Payment may be made conveniently frough the Cobu Pachs website, reservation hollings and ticket offices during boolding, or at Tourism infrastructure and Enterprise Zone Authority (TIEZA) counter at the altour.

Philippine Travel Tax

All passengers flying into Sydney must clear immigration upon errival. Those who have onward contractions to a third country will not be able to use barrest facilities and cannot avail of the transit valled vites privilege, regardless of their connecting time:

Those connecting via Dubel may avail of baggage framefor services 24 hours before arrived.

International Investors must present visid perspects and applicable visus. Cabb Pacific is a point to-point certain be please ansure that you have all the necessary visus or documents required for the policy to the destriction indicated on your Sebu. Pacific dinerary.

Travel documents

Pages, and not contain trapile or subside dense. You may carry one anto medic the amount debin. provided a weight 7 idos or less.