



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII
Caraga Administrative Region
Butuan City



September 28, 2018

REGIONAL MEMORANDUM
No. 554, s. 2018



SKILLS ENHANCEMENT TRAINING ON BOOKKEEPING AND ACCOUNTING
using Electronic Budget Monitoring System (eBMS), Enhanced Financial Reporting System (eFRS)
and Unified Reporting System (URS)

To: **Schools Division Superintendents**
Division Accountants
Division Budget Officers
Regional Office – Finance Division Personnel
All Others Concerned
This Region

1. In the context of providing accurate and timely financial advice, information, services; to ensure judicious spending and efficient utilization of fiscal resources; and timely submission of accurate and complete financial accountability reports, a three (3) day Skills Enhancement Training on Bookkeeping and Accounting using eFRS, eBMS and URS will be conducted on October 17-19, 2018 (exclusive of travel time) at Balanghai Hotel and Convention Center, Butuan City.
2. The workshop aims participants to be familiar on the reports required for a certain period including the uniformity of the information to be provided in the prescribed formats and templates; appreciate the crucial roles of field offices in submitting accurate and reliable reports; fully grasp the proper usage / application of the Enhanced Financial Reporting System (eFRS), Electronic Budget Monitoring System (eBMS) and Unified Reporting System (URS); keep and maintain electronic-data on a yearly basis pertaining to appropriations, allotments, obligation and disbursements; and monitor real-time balances of allotments by program/activity/project.
3. Participants to the said workshop are as follows: 12 Division Accountants; 12 Division Budget Officers; 21 Division Bookkeepers; 122 Implementing Unit (IU) Bookkeepers and 13 DepED RO - Finance Division personnel, clustered into three (3) groups, to wit:

Cluster I		Cluster II		Cluster III	
Day1 eBMS/ Day2 URS/ Day3 eFRS		Day1 eFRS/ Day2 eBMS/ Day3 URS		Day1 URS/ Day2 eFRS/ Day3 eBMS	
Agusan Del Sur	31	Surigao Del Sur	33	Surigao Del Norte	21
Butuan City	16	Siargao Islands	11	Bayugan City	8
Surigao City	7	Bislig City	6	Dinagat Islands	13
Tandag City	6	Agusan Del Norte	11	Cabadbaran City	4
				Regional Office	13
Total	60		61		59

All are required to bring their own laptops installed with MS Access.

4. A registration fee of P750.00 per participant will be collected for this three (3) day activity. Transportation, per diems and other incidental expenses of the participants are chargeable against local funds subject to usual accounting rules and regulations.
5. Immediate dissemination of this memorandum is desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC - Regional Director