

March 03, 2016

DIVISION MEMORANDUM

No. DB s. 2016

SEMINAR-WORKSHOP ON FY 2017 BUDGET PREPARATION AND FY 2016 GUIDELINES ON THE RELEASE OF FUNDS CUM UPDATES ON eFRS PER COMPLIANCE WITH THE GOVERNMENT ACCOUNTING MANUAL (GAM)

To: OIC - Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation Division and Schools Governance and Operations Division
Public Schools District Supervisors
Accountant III, Budget Officer, Supply Officer, HRMO, Planning Officer III and Engineer III
Elementary and Secondary School Heads
Senior Bookkeepers, Liaison Officers, and GAD Focal Person

1. In compliance with the National Budget Memorandum No. 125 dated January 16, 2016 entitled *Budget Call for FY 2017* and National Budget Circular No. 561 dated January 4, 2016 entitled *Guidelines on the Release of Funds for FY 2016*, the Finance Unit of DepEd Division of Antipolo City will conduct a Live-in Seminar-Workshop on **FY 2017 Budget Preparation and FY 2016 Guidelines on the Release of Funds Cum Updates on eFRS per Compliance with the Government Accounting Manual (GAM)** on March 10 to 11, 2016 at Kuhala Bay Resort Cardona, Rizal -

2. The objectives of the workshops are as follows: 1) Sustain the Two-Tier Budgeting Approach (2TBA) and inform the departments/agencies of the procedures, schedules and guidelines to be adopted, including those for the updating of the FYs 2017-2019 Forward Estimates (Fes); 2) Prescribe the guidelines, procedures, Budget Preparation (BP) forms and calendar of activities to be followed in the preparation of the FY 2017 Budget Proposal; 3) Provide policies, procedures, rules and regulations on the release, utilization of funds, and monitoring thereof-for FY 2016; 4) Synchronize fund release with the implementation of the overall physical and financial plans, targets and schedules submitted by the departments, agencies, and/or operating units (OUs); 5) Updates all SDOs on the Enhanced Financial Reporting System (eFRS) per compliance with the implementation of the Government Accounting Manual (GAM).

3. Participants to the seminar-workshop are the Elementary and Secondary School Heads, Senior Bookkeepers, GAD Focal Persons and Secondary Schools' Liaison Officers.

4. A Registration Fee of One Thousand Two Hundred Pesos (**P1, 200.00**) per day shall be charged each participant to cover expenses for food, accommodation and materials chargeable against School's MOOE fund subject to the usual accounting and auditing rules and procedures.

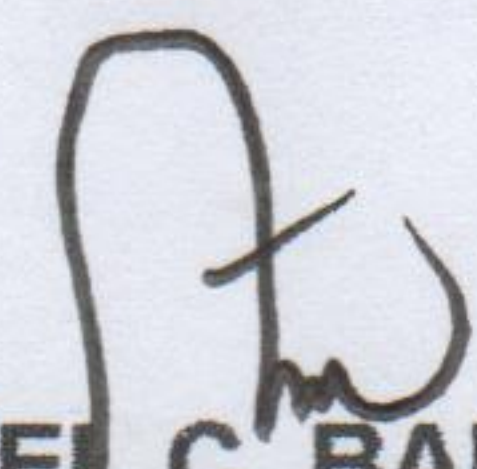
5. Participants from the Secondary Schools are requested to deposit their registration fee on or before March 8, 2016 at **Account Number 1412-1025-72, Account Name: DepED Division of Antipolo City-Trust Funds**. Registration fees of non-implementing units will be deducted from their MOOE.

6. The activity will start at exactly 8:30 AM on March 10, 2016. Check-in time and registration is 7:30 AM and the first meal to be served is **Breakfast**. Check-out time is 5:00 PM of March 11, 2016 and the last meal to be served is **Snack**. Kindly bring your laptops, printer (for IUs), extension cord, wifi and other needed supplies and materials. For data needed, please bring your proposed SIP and AIP for 2016-2017, 2017-2018, BEIS Data (Enrolment, Age Profile, No. of Teachers Trained, NAT Results and Targets), PSIPOP (for IUs), copy of 2015 GAD Accomplishment Report and FY 2016 and 2017 GAD Plan and Budget.

7. Attached herewith are the following enclosures for your reference;

- Enclosure 1 – List of Participants
- Enclosure 2 - Working Committee
- Enclosure 3 – Indicative Program of Activities
- Enclosure 4– Program

7. Widest dissemination and participation of all concerned to this activity is enjoined.



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

Enclosure 1 to Division Memorandum No. 28 S. 2016

LIST OF PARTICIPANTS

SEMINAR-WORKSHOP

DESIGNATION	NUMBER OF PARTICIPANTS
Elementary School Heads	44
Secondary School Heads	20
GAD Focal Person (Elem.)	44
GAD Focal Person (Sec.)	20
Secondary School's Liaison Officers	20
Senior Bookkeepers	10
TOTAL	158

FACILITATORS/SPEAKERS

DESIGNATION	NUMBER
Accountant III	1
AO V = Budget Officer	1
AO IV - HRMO	1
AO IV – Supply	1
SEPS-HRD/GAD Focal Person	1
Planning Officer III	1
Engineer III	1
Administrative Assistant	3
TOTAL	10

MONITORING

DESIGNATION	NUMBER
Chiefs	2
Public Schools District Supervisor	3
TOTAL	5

WORKING COMMITTEE

AREA OF CONCERN	NUMBER OF IN-CHARGE PERSONNEL
Registration/Supply and Materials	2
Program, Invitation and Certificates (Participation, Recognition and Appearance)	2
Documentation	2
Physical Arrangement and Stage Decoration/Technical	2
Monitoring and Evaluation	2
TOTAL	10

Enclosure 2 to Division Memorandum No. 28 S. 2016

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

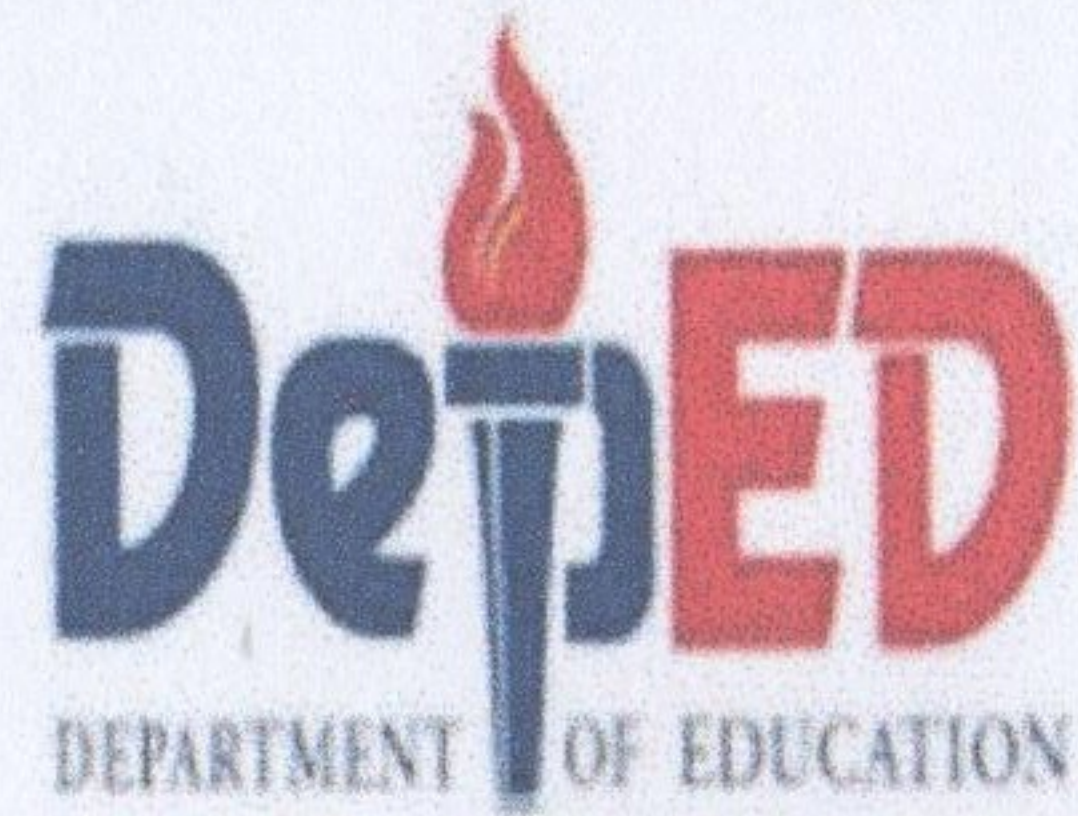
Vice-Chairperson: Mrs. Doris DJ. Estalilla
OIC-Asst. Schools Division Superintendent

Members:

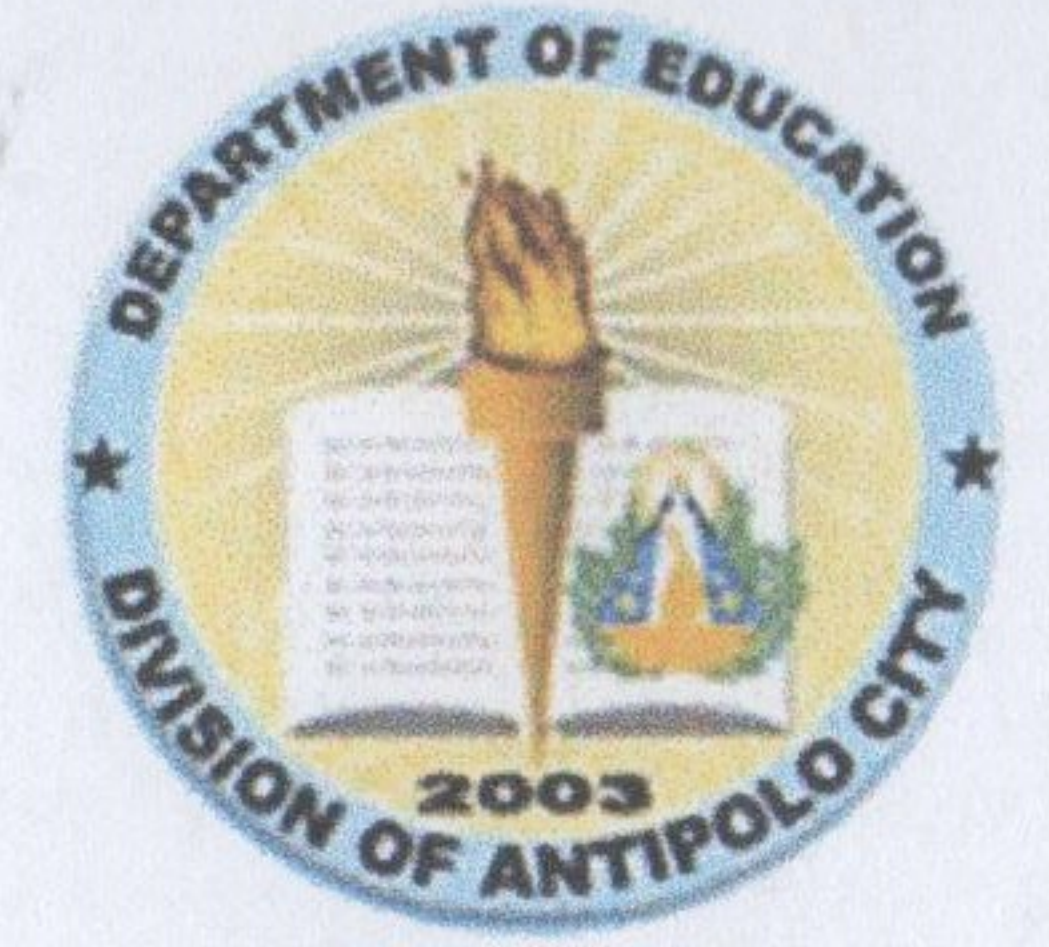
Dr. Luisito F. Diego, Chief (CID)
Anselmo C. Celeste, Jr., OIC-Chief (SGOD)
Mrs. Raquel F. Esguerra (Accountant III)
Mr. Ragaam V. Dela Cruz (AO V-Budget)
Mrs. Christine T. Coronado (AO IV-HRMO)
Mrs Arlene L. Tayona (SEPS-HRD/GAD Focal Person)

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration/Supply and Materials	Mr. Raymond P. Villaraza Ms. Angelita F. Doyola	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares registration/attendance sheets Prepares materials to be used during the training
Program, Invitation and Certificates (Participation, Recognition and Appearance)	Mrs. Jennie G. Casauay Mrs. Myra B. Villareal	<ul style="list-style-type: none"> Prepares certificates and programs and facilitates its distribution
Documentation	Mrs. Arlene L. Tayona Ms. Gayle J. Malibiran	<ul style="list-style-type: none"> Documents event of the seminar-workshop and submit narrative and pictorial report
Physical Arrangement and Stage Decoration/Technical	Mr. Rizalvy S. Pineda Mr. Noel C. Meriño	<ul style="list-style-type: none"> Prepare backdrop, tarpaulin and other decoration to be used during the workshop <ul style="list-style-type: none"> Flag Plants Etc. In-charge of video/ppt. presentations Checks the sound system, laptop and ICT equipment to be used
Monitoring and Evaluation	Mrs. Isabel M. Gonzales Mrs. Flordeliza O. Mendiola	<ul style="list-style-type: none"> Monitor the conduct of the workshop Administer monitoring and evaluation tool



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
DIVISION OF ANTIPOLO CITY
 C. Lawis Extension, Brgy. San Isidro, Antipolo City



Enclosure 3 to Division Memorandum No. 28 S. 2016

SEMINAR-WORKSHOP ON FY 2017 BUDGET PREPARATION AND FY 2016 GUIDELINES ON THE RELEASE OF FUNDS CUM UPDATES ON eFRS PER COMPLIANCE WITH THE GOVERNMENT ACCOUNTING MANUAL (GAM)

INDICATIVE PROGRAM OF ACTIVITIES

Day1 March 10, 2016		Day 2 March 11, 2016	
8:30 - 9:00 AM	OPENING PROGRAM	8:30 – 9:00 AM	Recap Time
9:00 – 11:00 AM	Updates on Budgetary Matters (DBM)	9:00 – 10:00 AM	BP 2017 Template
11:00 – 12:00 NN	Issues and Concerns on Budgetary Matters	10:00 – 12:00 NN	Simultaneous Activity Groupings/Workshop Proper A) Planning Group B) Admin./Personnel Group C) GAD Focal Persons D) Other Concerns
12:00 – 1:30 PM	LUNCH BREAK	12:00 – 1:30 PM	LUNCH BREAK
1:30 – 5:00 PM	Cont. of Discussion Discussion on Updates, Issues and Concerns on: A) Planning Updates MYRA B. VILLAREAL Planning Officer III B) Admin./Personal Matters CHRISTINE T. CORONADO AO IV-HRMO C) GAD Updates ARLENE L. TAYONA SEPS-HRD/GAD Focal Person OPEN FORUM/OTHER MATTERS	1:30 PM	Start of eFRS Updates/Discussion - SDO Accountant - School Accountants/Senior Bookkeepers Continuation of Budget Preparation Continuation of eFRS Discussion Submission of Reports HOME SWEET HOME...!!!

Enclosure No. 4 to Division Memorandum No. 48 S. 2016

Programme
March 10, 2016

Part 1 Registration (7:30-8:30 AM)
Part II Opening Program (8:30-9:00 AM)

Philippine National Anthem

Mr. Romeo G. Rodriguez Jr.
Principal III, Mayamot ES

Prayer

Mrs. Cynthia C. Quirong
Public Schools District Supervisor

CALABARZON March
Mabuhay Rizal
Antipolo Hymn

Mr. Romeo G. Rodriguez Jr.

Opening Remarks

Dr. Luisito F. Diego
Chief, Curriculum Implementation Division

Presentation of Participants

Dr. Gloria A. Benedicto
Public Schools District Supervisor

Inspirational Message

Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Statement of Purpose

Mrs. Raquel F. Esguerra
Accountant III

Part III SEMINAR-WORKSHOP

Mrs. Isabel M. Gonzales
Master of Ceremony