



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 1, 2024

REGION MEMORANDUM  
FD-2024-003

**REGIONAL RE-ORIENTATION-WORKSHOP ON THE PREPARATION OF BFARs  
THROUGH THE BUDGET MONITORING SYSTEM (BMS)**

To: Schools Division Superintendents

1. To ensure an efficient and accurate submission of reports to various oversight agencies, this Office through the Finance Division will conduct a 3-day **Regional Re-orientation/Workshop on the Preparation of Financial and Accountability Reports through BMS** on **February 12-14, 2024**, to be hosted by South Cotabato Division. Venue to be announced in a separate issuance.
2. The system developer of Budget Monitoring System (BMS) from DepEd Central Office is invited to give inputs on the enhancements of the system and to provide guidance to the new users.
3. A **registration fee of SIX THOUSAND PESOS (P6,000.00)** payable to **DEPED DIV OF SOCOT TRUST LOCAL COLL** shall be collected to cover food, travel expenses, accommodation, honorarium of resource speakers and other operating expenses. Both the registration fee and travelling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. The first meal to be served is lunch on February 12, 2024 while last meal is lunch on February 14, 2024.
5. Refer to the Enclosure for the Schedule of Activities for your reference.
6. Expected participants are SDO Budget Officers, Implementing Units Bookkeepers and BMS users. Attendees are required to register to [https://docs.google.com/spreadsheets/d/1RnMd\\_pXctZG6JLrth0wUSDjcwu\\_M\\_Ns\\_J1lfAcVZyoY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1RnMd_pXctZG6JLrth0wUSDjcwu_M_Ns_J1lfAcVZyoY/edit?usp=sharing) on or before February 9, 2024.
7. For any inquiries, contact Jairus Z. Capillo, Administrative Officer IV through [jairus.capillo@deped.gov.ph](mailto:jairus.capillo@deped.gov.ph) or 09125852342
8. Immediate dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV



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*Encl: as stated*

*Reference: None*

*Allotment: MOOE*

*To be indicated in the Perpetual Index under subject:*

*REPORT      WORKSHOP*

JZC/FD/RM/ REGIONAL RE-ORIENTATION/ WORKSHOP ON THE PREPARATION OF BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs) THROUGH THE BUDGET MONITORING SYSTEM (BMS)/003/February 1,2024

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Enclosure to Region Memorandum FD-2024-003

**SCHEDULE OF ACTIVITIES**

**REGIONAL RE-ORIENTATION/ WORKSHOP ON THE PREPARATION OF  
 BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs)  
 THROUGH THE BUDGET MONITORING SYSTEM (BMS)  
 February 12-14, 2024**

<i>Day 1-February 12, 2024</i>		
<b>Time</b>	<b>Activity</b>	<b>In-charge/Resource Person</b>
11:00-12:00NN	Registration	SDO South Cotabato
12:00-1:15PM	Lunch	
1:30-2:00PM	<b>Opening Program:</b> <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Acknowledgment of Participants and Guests</li> <li>• Welcome Remarks</li> <li>• Message</li> <li>• Statement of Purpose</li> <li>• Message</li> </ul>	SDO South Cotabato  Mary Grace Tomanan Budget Officer III, SDO South Cotabato  SDS, SDO South Cotabato  Kathrine H. Lotilla OIC-ARD  Maria Lourdes A. Sanches CAO-Finance Division  Carlito D. Rocafort Director IV
2:00-2:15PM	Intermission Number	South Cotabato IUs
2:15-2:30PM	Introduction of the Resource Speaker	Jairus Z. Capillo Budget Officer II
2:30-5:00PM	Discussion of Updates and Concerns on DepEd Budget Monitoring System	Gilbert C. Morong Program Developer DepEd Central Office
5:00-6:00PM	Dinner	
<i>Day 2- February 13, 2024</i>		
<b>Time</b>	<b>Activity</b>	<b>In-charge/Resource Person</b>
8:15-8:30AM	Management of Learning Attendance Checking	SDO, South Cotabato
8:15-9:45AM	Discussion of Updates and Concerns on DepEd Budget Monitoring System	Gilbert C. Morong Program Developer DepEd Central Office
9:45-10:00AM	Open Forum	



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10:00-11:30AM	Discussion of Updates and Concerns on DepEd Budget Monitoring System	Gilbert C. Morong Program Developer DepEd Central Office
12:00-1:00PM	Lunch	
1:15-5:00PM	Workshop proper	Gilbert C. Morong Program Developer DepEd Central Office
5:00-6:00PM	Dinner	
<i>Day 3- February 14,2024</i>		
<b>Time</b>	<b>Activity</b>	<b>In-charge/Resource Person</b>
8:15-8:30AM	Management of Learning Attendance Checking	Roel Earl John B. Martin Budget Officer I
8:30-10:00AM	Continuation of Workshop	
10:00-12:00NN	<b>Closing Program:</b> <ul style="list-style-type: none"><li>• Sharing of learnings/ takeaways/ impressions</li><li>• Awarding of Certificates and Tokens</li><li>• Ways forward</li></ul>	Selected Participants  Noren Grace G. Laguting Budget Officer III  Maria Jeanette N. Delima SAO-Finance
12:00NN	Lunch	
1:00-2:00PM	Home Sweet Home	