



## DepEd – DIVISION OF QUEZON

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### UNNUMBERED MEMORANDUM

**TO:** Secondary School Heads of Implementing Units  
School Accountants  
Senior Bookkeepers

**FROM:**  **MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**SUBJECT:** FIRST QUARTER COORDINATION MEETING FY 2018 CUM TRAINING ON THE  
ENHANCED VERSION OF THE BUDGET MONITORING SYSTEM (BMS)

**DATE :** May 4, 2018

In order to address the issues and concerns related to fund utilization and to train the School Accountants and Senior Bookkeepers of the Secondary Implementing Units on the new version of the Budget Monitoring System, the Budget Section will conduct its First Quarter Coordination Meeting FY 2018 and the Training on the enhanced version of the Budget Monitoring System (BMS) on May 8 – 9, 2018 at Sevilla's Farm & Resort.

Participants to this activity are the School Accountants and Senior Bookkeepers of Implementing Units. A registration fee of Three Thousand Two Hundred Pesos (Php 3,200.00) for each participant shall be collected, charged to their respective MOOE subject to the usual accounting and auditing rules and regulations, as well as the corresponding travelling expenses related to this activity.

All participants shall bring their BMS desktop/laptop, extension cords, soft copies of Financial Accountability Reports for the first quarter, and 2018 Work & Financial Plan.

For strict compliance.

budcap05/04/2018

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